

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 91-301

1 JUNE 1996

**AIR FORCE RESERVE COMMAND
Supplement 1**

5 June 1998

Safety

**AIR FORCE OCCUPATIONAL AND
ENVIRONMENTAL SAFETY, FIRE
PROTECTION, AND HEALTH (AFOSH)
PROGRAM**

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OPR: HQ AFSC/SEGO (Mr. Richard L. Baird)

Certified by: HQ USAF/SE
(Brig Gen Orin L. Godsey)

Supersedes AFI 91-301, 1 April 1996.

Pages: 59

Distribution: F; X: HQ AFIS/IMP and AUL/LSE
(CD only)

This instruction implements AFI 91-3, *Occupational Safety and Health*. It outlines the AFOSH Program. Send major command (MAJCOM), direct reporting unit (DRU), and field operating agency (FOA) supplements to this instruction to HQ AFSC/SEG, 9700 G Avenue, SE, Suite 223, Kirtland AFB NM 87117-5670 for review before publication.

(AFRC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 91-301, 1 June 1996. It describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction. It applies to all Air Force Reserve Command units and members. Safety, health, and fire criteria are available in the offices of primary responsibility (base safety, bioenvironmental engineering, public health, and fire protection).

SUMMARY OF CHANGES

This revision updates contents for currency, makes minor corrections, and adds program elements (section A); adds responsibilities for the Federal Employees' Compensation Act (FECA) program requirements; introduces responsibilities for flight surgeons/occupational medicine physicians; (section B) adds guidance for maintenance and disposition of AF Form 55s; adds requirement for developing annual program goals and objectives; adds items to the Job Safety Training Outline (attachment 5). A | indicates revisions from previous edition.

Section A—AFOSH Program Responsibilities and Administration

1. Purpose. To minimize loss of Air Force resources and to protect Air Force people from occupational deaths, injuries, or illnesses by managing risks.

1.1. Scope. AFOSH program guidance applies to all areas, except where otherwise prescribed or specified in *Status-of-Forces Agreements* or military-unique situations specifically exempted in this instruction. Distinctions will not be made between the requirements for military and civilian personnel. See paragraph 9 for guidance concerning contractor operations.

1.2. Program Performance. There are many methods to measure program performance. At Headquarters Air Force there are three core measurements.

1.2.1. Occupational Illness and Injury Resulting in Lost Days. The baseline year is FY92. The desired trend is downward toward zero.

1.2.2. Occupational Safety and Health Citations. The baseline year is FY92. The desired trend is downward toward zero.

1.2.3. Funded Risk Assessment Code (RAC) Projects. The baseline year is FY92. The desired trend is upward for the percentage of funded projects with RAC 1, 2, or 3 assigned.

2. Responsibilities.

2.1. HQ USAF:

2.1.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment (SAF/MI) is the Air Force Designated Agency Safety and Health Officer (DASHO). SAF/MI ensures that Air Force budget submission includes appropriate financial and other resources for effective implementation and administration of the AFOSH program. Appropriate resources for the AFOSH program shall include, but not be limited to:

2.1.1.1. Sufficient personnel at all levels of command.

2.1.1.2. Funds for administrative costs such as training, travel, and personal-protective equipment.

2.1.1.3. Abatement funding for correction of unsafe or unhealthful working conditions related to Air Force operations or facilities.

2.1.1.4. Safety and health sampling, testing, and diagnostic and analytical tools and equipment, including laboratory analyses

2.1.1.5. Program promotional costs such as publications, films, etc.

2.1.1.6. Technical information, documents, books, standards, codes, periodicals, and publications.

2.1.1.7. Medical surveillance program for Air Force people.

2.1.2. The Deputy Assistant Secretary for Environment, Safety, and Occupational Health (SAF/MIQ) has program oversight responsibility. SAF/MIQ:

2.1.2.1. Provides AFOSH policy direction and oversight.

2.1.2.2. Is the Air Force point of contact with the Secretary of Defense on AFOSH matters.

2.1.2.3. Coordinates program activities with other federal agencies.

2.1.2.4. Serves as the Secretary of the Air Force's (SECAF) advocate for AFOSH program resource requirements.

2.1.3. The Assistant Secretary of the Air Force for Acquisition (SAF/AQ), through the Deputy Assistant Secretary (Contracting) (SAF/AQC):

2.1.3.1. Provides acquisition policy.

2.1.3.2. Helps HQ USAF/SE, CE, and SG to implement AFOSH policy in developing and acquiring new systems, retrofit configuration changes, and government-furnished equipment (GFE).

2.1.3.3. Coordinates with HQ USAF/SE, CE, and SG on AFOSH and environmental safety matters related to contractor activities.

2.1.3.4. Coordinates federal acquisition regulations involving AFOSH and environmental safety matters with HQ USAF/SE, CE, and SG, as appropriate.

2.1.3.5. Assists Headquarters Air Force Safety Center (HQ AFSC), Hq Air Force Civil Engineering Support Agency (HQ AFCESA), and Hq Air Force Medical Operations Agency (HQ AFMOA) in preparing AFOSH standards.

2.1.3.6. Directs processing of Department of Labor (DOL) contractor citations that involve GFE or facilities.

2.1.3.7. Identifies funds for AFOSH requirements as part of total life-cycle costs during weapons system development.

2.1.4. Assistant Secretary of the Air Force (Comptroller) (SAF/FM), working through the Deputy Controller Budget (FMB), determines funding propriety and implements policies and procedures established by the Office of the Secretary of Defense for displaying budget requirements of AFOSH programs required by the Office of Management and Budget Circular A-11.

2.1.5. HQ USAF/SE, CE, and SG are the offices of primary responsibility for staff coordination and liaison with HQ USAF organizations that plan, program, and establish policy for the AFOSH program elements.

2.1.6. Deputy Chief of Staff, Personnel (DP):

2.1.6.1. Provides guidance for measuring commanders and military and civilian supervisory personnel's performance in meeting requirements of the AFOSH program.

2.1.6.2. Provides guidance for dealing with employees and employee representatives on AFOSH matters, including environmental differential pay (EDP).

2.1.6.3. Provides policy for processing employee grievances or complaints according to AFIs 34-301, Nonappropriated Fund (NAF) *Personnel Management* (formerly AFR 40-7), 36-701, *Labor-Management Relations* (formerly AFR 40-711), and 36-1201, *Discrimination Complaints* (formerly AFR 40-1614).

2.1.6.4. Assists HQ AFSC in preparing the annual Safety and Occupational Health Program Review and the input to the Department of Defense (DoD) Occupational Safety, Fire Protection, and Health (OSH) Annual Report for the Department of Labor (DOL) (IRCIN: 1146-DOL-YR, *Summary of Occupational Injuries and Illnesses, and Targeted Agency*).

2.1.6.5. Provides policy for implementing the Federal Employees' Compensation Act (FECA) program according to the DoD Civilian Personnel Manual, Sub-chapter 8-10.

2.2. HQ AFSC:

- 2.2.1. Functions as OPR for overall AFOSH program.
- 2.2.2. Coordinates the AFOSH program.
- 2.2.3. Develops, coordinates, and provides occupational safety and fire prevention guidance.
- 2.2.4. Develops occupational safety AFOSH standards, instructions, pamphlets and visual aids.
- 2.2.5. Manages the AFOSH standards program (AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards* [formerly AFR 8-14]).
- 2.2.6. Establishes procedures for dissemination of DOL OSHA inspection citations within the Air Force.
- 2.2.7. Coordinates with HQ AFMOA and HQ AFCESA to develop AFOSH standards.
- 2.2.8. Represents the Air Force on national consensus standards committees.
- 2.2.9. Coordinates occupational safety issues with affected HQ USAF functional disciplines.
- 2.2.10. Maintains liaison on occupational safety matters with DoD components, other federal agencies, and private sector groups.
- 2.2.11. Develops annual AFOSH goals and objectives in coordination with HQ AFMOA, HQ AFCESA, and other HQ USAF staff offices.
- 2.2.12. Prepares the annual occupational safety and health program review and provides the Air Force's input to DoD OSH Annual Report for the DOL (IRCN: 1146-DOL-YR).
- 2.2.13. Promotes occupational safety and health.
- 2.2.14. Develops and maintains current safety training.
- 2.2.15. Ensures that qualified personnel perform occupational safety duties.
- 2.2.16. Coordinates with MAJCOMS AND DRUs to ensure occupational safety hazards and deficiencies are included in installation hazard abatement programs.
- 2.2.17. Performs occupational safety program evaluations of MAJCOM, FOA, and DRUs using requirements of Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulation (CFR) 1960.79 and DoD Instruction (DODI) 6055.1, *DoD Occupational Safety and Health Program*.
- 2.2.18. Prepares the RCS: HAF-SEC(A) 9363, *Air Force Annual Hazard Abatement Survey Report* for the SAF.
- 2.2.19. Prepares 29 CFR 1960 required summary reports for each fatal and catastrophic mishap investigation.

2.3. HQ AFMOA:

- 2.3.1. Develops policy and provides occupational and environmental health guidance.
- 2.3.2. Develops occupational and environmental health AFOSH standards (see AFI 91-302).
- 2.3.3. Coordinates occupational and environmental health matters with affected HQ USAF functional disciplines.

2.3.4. Maintains liaison on occupational health matters with DoD components, other federal agencies, and private sector groups.

2.3.5. Helps HQ AFSC to prepare the annual occupational safety and health program review and provide Air Force inputs to the DoD OSH Annual Report for the DOL (IRCIN: 1146-DOL-YR).

2.3.6. Ensures that qualified personnel evaluate hazard reports and hazard abatement plans involving occupational health.

2.3.7. Ensures that occupational health hazards or deficiencies are included in installation hazard abatement programs.

2.4. HQ AFCEA:

2.4.1. Develops, coordinates, and gives instructional guidance on fire protection.

2.4.2. Advises and assists HQ AFSC and HQ AFMOA to prepare and implement AFOSH standards.

2.4.3. Ensures that the fire prevention and protection program meets occupational safety and health guidelines.

2.4.4. Provides guidance to ensure that construction and service contracts include OSHA and Air Force safety requirements.

2.4.5. Provides cost information for modifications and retrofit of equipment, as needed, to comply with OSH requirement.

2.4.6. Provides information for military construction program submittals.

2.4.7. Coordinates table of allowance (TA) changes for safety or health with HQ AFSC and HQ AFMOA.

2.4.8. Ensures engineering and maintenance are conducted under applicable OSH guidelines.

2.4.9. Helps HQ AFSC prepare the annual occupational safety and health program review, and provides Air Force inputs to the DoD OSH Annual Report for the DOL.

2.4.10. Develops fire protection AFOSH standards (see AFI 91-302).

2.4.11. Ensures that qualified personnel evaluate hazard reports and hazard abatement plans involving fire hazards.

2.4.12. Ensures that installation hazard abatement programs identify fire hazards and safety deficiencies.

NOTE:

Basic Program Elements for Federal Employee Occupational Safety and Health Program and Related Matters (29 CFR 1960) contains responsibilities and requirements for federal agencies. Within the Air Force, occupational safety responsibilities and requirements listed in OSHA directives are divided into two areas: safety and fire protection. Inspection requirements and inspector qualifications, covered under 29 CFR 1960, apply equally to safety and fire protection staffs in the Air Force. Safety and fire protection personnel work closely to cover all areas.

2.5. MAJCOM, FOA, and DRU Commanders:

- 2.5.1. Establish and maintain an AFOSH program that provides a safe and healthful workplace.
- 2.5.2. Ensure that subordinate commanders enforce compliance with AFOSH requirements.
- 2.5.3. Ensure that the AFOSH program requirements are part of the measurement of commanders and military and civilian supervisory personnel's performance. (See paragraph 2.14.17)
- 2.5.4. Establish funding priorities for occupational hazard abatement projects during the budgetary cycle and set up budget costs using guidelines furnished by the Air Force Comptroller.
- 2.5.5. Ensure that their safety, fire protection, and health staffs:
 - 2.5.5.1. Develop AFOSH standards supplements for MAJCOM-, FOA-, or DRU-unique operations for which safety and health guidance does not exist. Submit proposed supplements to the applicable agencies for approval.
 - 2.5.5.2. Ensure that AFOSH guidelines agree with OSH guidelines.
 - 2.5.5.3. Help HQ AFSC, HQ AFCESA, and HQ AFMOA develop AFOSH standards.
 - 2.5.5.4. Ensure that OSH guidance is available where it is needed. Provide guidance to subordinate units.
 - 2.5.5.5. Evaluate the management, implementation, and effectiveness of the command's AFOSH program. The evaluation criteria must include a qualitative assessment of the extent to which the AFOSH programs requirements are met. By function (safety, fire protection, and occupational health), provide an end-of-fiscal year analysis summary of formal evaluations done of wing level or above within the command. Include identified trends and problem areas and the status of Air Force and command mishap prevention initiatives. Forward summaries to HQ AFSC/SEG, HQ AFCESA/CEXF, and HQ AFMOA/SGO, by 1 November, as appropriate by topic. (RCS: HAF-SEC(A) 9436, *AFOSH Program Assessment*) This report is designated emergency status code C-3. Continue reporting during emergency conditions precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue reporting during MINIMIZE.
 - 2.5.5.6. Provide information upon request to support the annual occupational safety and health program review and the DoD OSH Annual Report for the DOL.
 - 2.5.5.7. Designate high interest areas and functional managers, as required.
 - 2.5.5.8. Evaluate and process AFOSH standard variances.
 - 2.5.5.9. Incorporate risk management when planning readiness training exercises.
 - 2.5.5.10. Provide training required by this instruction, and supplement it to provide coverage of command-unique interests.
 - 2.5.5.11. Establish procedures for obtaining and recording all OSHA visits to the installation or geographically separated units (GSU) sites where OSHA issues a notice of unsafe or unhealthy working condition. By 1 December each year, submit a summary report of these visit results to HQ AFSC/SEG (RCS: HAF-SE(A) 9446, *AFOSH Inspection Summary*). This report is designated emergency status code C-3. Continue reporting during emergency conditions precedence delayed. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible.

ble. Discontinue reporting during MINIMIZE. The summary contents required are:

- 2.5.5.11.1. Installation, unit, and command.
- 2.5.5.11.2. Date of inspection.
- 2.5.5.11.3. Inspector discipline (safety or health).
- 2.5.5.11.4. Area and organization inspected.
- 2.5.5.11.5. Copy of citation.
- 2.5.5.11.6. Violation reference.
- 2.5.5.11.7. Assigned RAC of each violation.
- 2.5.5.11.8. Corrective action response forwarded to OSHA.

NOTE:

This summary report supports metrics in AFD 91-3 (see paragraph 1.2.2).

2.5.6. Ensure the injury compensation program is effectively administered and an injury compensation program administrator (ICPA) is designated. The ICPA coordinates with the safety and medical staffs for technical advice and assistance in improving work environments and developing cost containment initiatives. The reference for this program is DoD Civilian Personnel Manual, Sub-chapter 8-10.

2.6. HQ Air Force Materiel Command (HQ AFMC):

2.6.1. Ensures that design criteria for HQ AFMC-developed and managed systems, equipment, and facilities follows the latest OSH guidance. Design criteria must comply with OSHA and AFOSH guidelines to the maximum extent possible consistent with military requirements.

2.6.2. Periodically reviews design handbooks, technical orders (TO), military specifications (Mil Specs), military standards (MIL STDS), and TAs to assure safety and health criteria and procedures in those documents comply with OSH guidance.

2.6.3. Verifies through in-process verification and post-publication reviews that safety and health procedures in TOs, Mil Specs, and Mil Stds are adequate.

2.6.4. Verifies by first article inspection on-site review, that occupational safety, fire protection, and health design features for systems and equipment are adequate.

2.6.5. Ensures that proper design criteria for centrally procured (CP) systems and equipment are applied to the end product.

2.6.6. Maintains the Master Hazard Abatement Program for CP systems and equipment. **NOTE:** HQ AFMC manages all CP systems and equipment listed in TO 00-25-115, *Logistics/Maintenance Engineer Management Assignments*. To ensure that systems and equipment possess adequate safety and health features, HQ AFMC must inform using command item management activities of identified hazards. This identification initiates action to alert all Air Force users of the equipment regarding the hazard or deficiency and corrective action.

2.6.7. Represents the Air Force on American National Standards Institute (ANSI), National Fire Protection Association (NFPA), and other national consensus standards committees for standards

relating to AFMC-developed and managed systems and equipment. (Coordinate with HQ AFSC, HQ AFCESA, or HQ AFMOA, when activities affect AFOSH programs.)

2.6.8. Monitors the Government-Industry Data Exchange Program, distributes information, and takes corrective action on hazardous products.

2.6.9. Ensures that contractual documents for new acquisitions contain specifications requiring the contractor to provide handbooks, technical manuals, TOs, or commercial data meeting OSH guidelines.

2.6.10. Provides research and development laboratory support, within mission responsibilities, consistent with services furnished by support reimbursement policy.

2.6.11. Provides formal occupational health training of occupational health professionals and technicians through the Air Force School of Aerospace Medicine.

2.6.12. Ensures that Air Force Program Management Directives and Acquisition Management Series Regulations include occupational safety and health requirements.

2.7. HQ Air Education and Training Command (HQ AETC):

2.7.1. Ensures that job safety, fire prevention, and occupational health training are integral parts of technical training.

2.7.2. Coordinates all new and revised specialty and job qualification training and course training standards with HQ AFSC, HQ AFCESA, and HQ AFMOA.

2.7.3. Incorporates AFOSH program orientation into training programs for new military personnel.

2.8. Installation Commanders :

2.8.1. Provide safe and healthful workplaces for all Air Force employees. Require unit commanders, tenant commanders, functional managers, and supervisors to enforce AFOSH program requirements within their areas of responsibility.

2.8.2. Establish an occupational safety and health council.

2.8.3. Ensure qualified safety, fire protection, and bioenvironmental engineering (BE) personnel evaluate hazards and deficiencies and assign RACs.

2.8.4. Ensure personnel OSH compliance is evaluated as part of the performance review required for commanders and military and civilian supervisory personnel. (See paragraph 2.14.17)

2.8.5. Review hazard abatement projects and establish priorities.

2.8.6. Ensure DOL OSHA inspectors are received and accompanied on installations by appropriate staff representatives, i.e., safety, health, etc.

2.8.7. Ensure all personnel have safe and healthful work environments where recognized hazards are eliminated or controlled at acceptable levels. If unsafe and unhealthful working conditions exist, eliminate or control them through engineering, substitution, isolation, administrative controls, revised procedures, special training, or personal protective clothing and equipment (PPE). Refer to AFOSH Standard 48-1, Respiratory Protection, for requirements for respirators. Commanders must provide PPE for Air Force employees if:

2.8.7.1. Other controls are not possible.

2.8.7.2. Development or installation of other controls is pending.

2.8.7.3. Other controls are not practical for nonroutine operations.

2.8.7.4. Emergencies, such as toxic spills, ventilation malfunctions, cleanup operations, emergency egress, or damage control activities are involved.

2.8.8. Ensures that the civilian personnel flight (CPF) has a staff member designated as the ICPA. Ensures that a Federal Employee Compensation Act (FECA) Working Group is formed and meets periodically (usually quarterly) to analyze FECA costs, trends, plans, etc., and develops cost containment initiatives.

2.9. Installation Ground Safety Managers:

2.9.1. Manage the occupational safety program.

2.9.2. Conduct workplace safety inspections and assessments and report results to appropriate management officials. (See paragraph 8)

2.9.3. Evaluate and process hazard reports and maintain a master hazard report log.

2.9.4. Review worker's compensation claims involving occupational injuries and ensure that mishaps are investigated and reported.

2.9.5. Coordinate mishap investigation information with the ICPA and provide a representative to actively participate in the FECA Working Group.

2.9.6. Maintain records of reportable mishaps and nonreportable but recordable events.

2.9.7. Assign RACs to occupational safety hazards or deficiencies, and coordinate with health and fire protection officials when required.

2.9.8. Assist in establishing funding priorities by using the abatement priority number (APN) system for hazard abatement projects during the budgetary cycle.

2.9.9. Maintain a master file of approved occupational safety, fire protection, and health standards variances and evaluate and process new AFOSH standard variances.

2.9.10. Ensure that AFOSH guidelines do not conflict with OSH and technical order (TO) requirements. Identified discrepancies will be forwarded to OPR through command channels.

2.9.11. Evaluate and monitor the PPE program as it pertains to safety and health related conditions.

2.9.12. Designate safety-related high interest areas.

2.9.13. Maintain a master file of Public Law 91-596, Executive Order 12196, 29 CFR 1960, OSHA standards, AFOSH standards, pertinent Air Force policy directives and instructions, and other safety-related guidelines to effectively manage the AFOSH program. (See AFIND 17, *Index of Air Force Occupational Safety and Health [AFOSH] Standards*, *Department of Labor Occupational Safety and Health [OSHA] Standards*, and *National Institute for Occupational Safety and Health [NIOSH] Publications*) (formerly AFR O-17 and AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*).

2.9.14. Maintain the installation master occupational hazard abatement file, including AF Forms 3, **Hazard Abatement Plan**, covering occupational safety, fire, and health hazards and deficiencies.

2.9.15. Review work hazards as they apply to EDP requests before final review and action by the CPF. Make recommendations to the CPF regarding EDP. Monitor hazardous conditions and notify the CPF when eliminated.

2.9.16. Act as planner and recorder for the installation AFOSH council. (Also see paragraph 14.1.3)

2.9.17. Function as primary point of contact for all DOL OSHA visits to the installation.

2.9.18. Notify BE and fire prevention sections immediately to attend the OSHA in-brief. Appropriate staff agencies should accompany the OSHA inspector based on area to be inspected.

2.9.19. Develop and conduct supervisor safety training according to paragraph 7.2. Assist supervisors, when requested, in conducting employee safety training.

2.9.20. Assist supervisors in conducting job safety analyses of work processes and tasks when requested. (See attachment 2)

2.10. Medical Group Commanders. Ensure comprehensive and coordinated occupational and environmental health surveillance and education programs are conducted. BE will serve as the cornerstone for surveillance efforts, and Public Health (PH) will be responsible for occupational health education and medical monitoring.

2.10.1. Bioenvironmental Engineering will:

2.10.1.1. Manage the occupational and environmental health surveillance program.

2.10.1.2. Conduct occupational and environmental health evaluations and health risk assessments of workplaces. Perform health hazard assessments.

2.10.1.3. Investigate health hazard reports and coordinate such actions with the installation ground safety personnel.

2.10.1.4. Assign RACs to occupational and environmental health hazards and deficiencies in coordination with safety officials when required.

2.10.1.5. Provide a copy of each AF Form 3 to the installation ground safety manager.

2.10.1.6. Establish funding priorities for hazard abatement projects during budgetary cycle.

2.10.1.7. Maintain files of AF Forms 3 involving occupational and environmental health hazards. Provide semiannual updates on the status of all unabated hazards and deficiencies to the installation ground safety manager, as well as reporting all completed abatement actions.

2.10.1.8. Review civilian employee compensation claims for occupational illnesses involving exposure to chemical, physical, radiological, and biological hazards, and musculoskeletal disorders to assure proper investigation and reporting.

2.10.1.9. Maintain a master file of OSHA standards, AFOSH standards, and other OSH guidelines pertaining to occupational health. (See AFIND 17)

2.10.1.10. Evaluate and process variances to AFOSH standards.

2.10.1.11. Maintain a file of approved applicable variances to occupational and environmental health standards. Provide copies to the installation ground safety manager.

2.10.1.12. Review work hazards involving occupational and environmental health related work conditions relating to EDP requests before final review and action by the CPF. Make recommendations to the CPF on the appropriateness of EDP. Monitor hazardous conditions and notify the CPF when such conditions have been eliminated.

2.10.1.13. Attend all DOL OSHA inspector in-briefs and out-briefs, and accompany inspectors during occupational health inspections.

2.10.1.14. Evaluate and monitor the PPE program as it pertains to health-related conditions.

2.10.1.15. Review Civil Engineering (CE) work orders to ensure occupational and environmental health issues are addressed.

2.10.1.16. Review and coordinate on CE plans and projects to ensure occupational and environmental health issues are addressed.

2.10.1.17. Maintain a file of material safety data sheets (MSDS) for all hazardous materials used in the industrial facilities on the installation.

2.10.1.18. Maintain a current copy of DoD List 6050.5-L, *Hazardous Material Information System (HMIS) Hazardous Item Listing* on compact disc to ensure the most current MSDS data is available. Also, maintain copies of other MSDSs for items not listed in the HMIS or those locally purchased through base supply, medical supply, or civil engineering supply channels. Refer to AFOSH Standard 48-21, *Hazard Communication* (formerly AFOSH Standard 161-21), for further information on MSDSs.

2.10.1.19. Conduct evaluations of workplace hazards to support the Fetal Protection Program. Determine occupational exposure conditions for pregnant workers and forward through Public Health to the appropriate physician for development of work restrictions.

2.10.1.20. Provide a representative to actively participate in the FECA Working Group.

2.10.2. Public Health will:

2.10.2.1. Report cases of occupational illness to the installation ground safety personnel.

2.10.2.2. Identify individuals requiring occupational health examinations based upon the decisions of the Aeromedical Council.

2.10.2.3. Conduct the train-the-trainer program of the Air Force Hazard Communication Program (AFHCP) as specified in AFOSH Standard 48-21.

2.10.2.4. Provide technical assistance, if required, in conducting the employee training program of the AFHCP.

2.10.2.5. Provide technical assistance for other health education and training for Air Force personnel.

2.10.2.6. Conduct epidemiological investigations and report adverse trends to the Aeromedical Council.

2.10.2.7. Provide a representative to actively participate in the FECA Working Group.

2.10.3. Flight Surgeions/Occupational Medicine Physcians will:

2.10.3.1. Determine the need for occupational health examinations in consultation with BE and PH.

2.10.3.2. Oversee the administration of occupational health examinations.

2.11. Installation Civil Engineer (CE):

2.11.1. Provides cost data and status information on hazard or deficiency abatement actions associated with real property facilities and real property installed equipment.

2.11.2. Includes hazard abatement information in project submittals intended to abate hazardous conditions. (Code hazard abatement projects within the Project by Contract Management System (PCMS) and provide a monthly printout of PCMS data regarding projects that include safety, fire prevention, and health concerns with risk assessment codes (RAC) of 1, 2, or 3 to the installation ground safety manager for use in updating the installation master hazard abatement plan.)

2.11.3. Coordinates hazard abatement project documents.

2.11.4. Obtains review and coordination on new construction, facility modification projects or work request documents from ground safety, fire protection, and BE officials. (Ensures that they are included in associated project approval, design review meetings and acceptance inspections.)

2.11.5. Ensures designs for new construction, equipment, or modifications to existing facilities or equipment meet OSH requirements.

2.11.6. Ensures RACs are incorporated into the Project by Contract Management System (PCMS) for corrective actions.

2.12. Installation Fire Chiefs:

2.12.1. Manage the fire protection program.

2.12.2. Conduct fire protection inspections and assessments.

2.12.3. Evaluate fire hazard reports and coordinate actions with the installation ground safety personnel.

2.12.4. Assign RACs to fire-related occupational and environmental hazards and coordinate with the safety official.

2.12.5. Maintain a file of OSHA, and AFOSH standards, and other AFOSH fire prevention guidelines.

2.12.6. Maintain a file of approved variances to fire-related standards for maintenance in the installation master file.

2.12.7. Maintain files of AF Forms 3 involving occupational fire hazards and provide a copy of each to the ground safety manager for the master file. Provide semiannual updates on status of unabated hazards and deficiencies to the installation ground safety manager and report completed abatement actions.

2.12.8. Review fire-related work conditions involving EDP requests before final review and action by the CPF. Make recommendations to the CPF on EDP. Monitor hazardous conditions and notify the CPF when eliminated.

2.12.9. Monitor and evaluate the PPE program as it pertains to fire-related conditions.

2.13. Civilian Personnel Flights:

2.13.1. Manages the FECA program (processes claims, coordinates light duty assignments, and reemploys persons from long-term compensation rolls).

2.13.2. Designates a staff member as the ICPA. The ICPA will:

2.13.2.1. Serve as the focal point in all aspects of the program, coordinating efforts of occupational safety and health representatives, supervisors, and other management officials and employee representatives as appropriate.

2.13.2.2. Serve as chairperson of the FECA Working Group and attend meetings of the AFOSH council when compensation trends or experience indicates a need for support.

NOTE:

See the DoD Civilian Personnel Manual, Sub-chapter 8-10 for additional requirements.

2.13.3. Provides copies of workers' compensation claims forms (Longshoreman LS-201, LS-202, LS-203, Compensation Act CA-1, CA-2, CA-16, and others) within 2 days of receipt to the installation ground safety manager for injury claims and to military public health services for illness claims.

2.13.4. Provides guidance on the application of labor management relations to the AFOSH program.

2.13.5. Coordinates with ground safety, fire protection, and BE staffs and provides advisory service to the Management Negotiating Team during the development of management labor agreements.

2.13.6. Coordinates with ground safety, fire protection, and BE officials on employee grievances in those areas.

2.13.7. Ensures that the orientation program for new civilian employees includes the AFOSH program.

2.13.8. Coordinates with ground safety, fire protection, and BE staffs to provide AFOSH program training to civilian employee representatives.

2.13.9. Provides advice and assistance to supervisors on civilian discipline and performance appraisal requirements in regard to safety and health matters.

2.13.10. Coordinates with ground safety, fire protection, and BE officials on all requests for EDP.

2.13.11. Provides appropriate employee information to installation medical services for occupational health evaluation and physical examination purposes.

2.14. Commanders, Functional Managers, and Supervisors:

2.14.1. Ensure applicable OSH guidance for the workplace and operations are available to personnel.

2.14.2. Ensure compliance with occupational safety, fire prevention, and health program requirements in their areas of responsibility.

2.14.3. Ensure the AFOSH program requirements are part of the measurement of unit commanders and military and civilian supervisory personnel's performance. (See paragraph 2.14.17)

2.14.4. Provide safe and healthful workplaces and conduct periodic self-inspections for hazards or deficiencies. Conduct job safety analyses for each work task not governed by TO or other definitive guidance and anytime a new work task or process is introduced to the industrial or non-industrial workplace to determine potential hazards. Consult the installation ground safety staff and (or) the BE staff when assistance is required. Refer to Attachment 2 for assistance in conducting a job safety analysis. Job safety or hazard analyses are accomplished by the Air Force Material Command for TOs.

2.14.5. Establish and implement a hazard reporting and abatement programs.

2.14.6. Notify the installation ground safety personnel and the ICPA of the CPF of all mishaps as soon as possible after the occurrence to allow timely investigations to determine reportability and root causes.

2.14.7. Establish procedures for employees to follow in situations of imminent danger.

2.14.8. Provide training for employees in job safety, fire prevention and protection, and health as required by OSH guidelines. Ensure this training is documented according to paragraph 7.3.2.

2.14.9. Notify the installation ground safety staff when a military member or civilian becomes a supervisor for scheduling of required supervisor safety training.

2.14.10. Enforce compliance with OSH guidelines.

2.14.11. Ensure areas and operations that require PPE or other special precautions are identified and posted as necessary. A job safety analysis per paragraph 2.14.4 will be required to identify appropriate PPE. (See AFOSH Standard 91-31, *Personal Protective Equipment* [formerly AFOSH Standard 127-31])

2.14.12. Ensure compliance with PPE program requirements.

2.14.13. Post AFVA 91-307, *Air Force OSH Program Visual Aid*, conspicuously so personnel have reasonable access to it.

2.14.14. Ensure that compliance with the AFHCP as outlined in AFOSH Standard 48-21.

2.14.15. Maintain BE, Safety, and Fire Prevention periodic reports until superseded.

2.14.16. Brief all personnel on the findings and recommendations contained in annual and base-line BE (industrial hygiene) surveys and reports. These reports will be maintained on file in the work place for a minimum of 10 years. A copy of the survey report will be posted on the work place bulletin board for a period of 10 days after receipt to allow all workers free access to the findings.

2.14.17. The performance evaluation and appraisal of commanders, military and civilian managers, and supervisors will include measurement of the extent to which the responsibilities of this instruction are discharged in a manner consistent with specifically assigned duties and authorities. Military and civilian non-supervisory personnel must also be evaluated if occupational safety and health work performance is a significant factor in assigned duties. For civilian personnel, attachments 3 and 4 provide sample performance evaluation and appraisal elements and standards for supervisory and nonsupervisory positions. These elements may be used or modified as appropri-

ate. Such performance evaluations and appraisals will be accomplished according to AFR 36-10, *Officer Evaluation System*, AFI 36-2403, *The Enlisted Evaluation System (EES)* (formerly AFR 39-62), AFI 34-301, and AFI 36-1001, *Managing The Civilian Performance Program* (formerly AFR 40-452).

2.14.18. Schedule employees for occupational medical examinations (pre-employment, periodic, and (or) termination) as required by the installation Aeromedical Council and allow workers duty time to have the exam accomplished.

2.15. Air Force Personnel :

2.15.1. Comply with OSH guidance.

2.15.2. Promptly report safety, fire, and health hazards and deficiencies.

2.15.3. Promptly report injuries and illnesses to the supervisor.

2.15.4. Comply with PPE requirements that apply to the work situation, including its use, inspection, and care.

2.15.5. Give due consideration to personal safety and the safety of fellow workers while doing assigned tasks.

2.15.6. Have the opportunity to:

2.15.6.1. Take part in the AFOSH program without fear of coercion, discrimination, or reprisal.

2.15.6.2. Request inspections of unsafe or unhealthful working conditions or report those conditions to the supervisor, safety manager, fire protection specialist, or BE, including OSHA officials.

2.15.6.3. Have access to applicable OSHA and AFOSH standards, installation injury and illness statistics, safety, fire protection, and health program procedures, and their own exposure and medical records.

2.15.6.4. Decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm. The person and local management may request an assessment by installation safety, fire protection, or health professionals before proceeding.

2.15.6.5. Use official on-duty time to take part in AFOSH program activities.

Section B—Program Elements

3. OSH Guidance. Establishes the minimum standards necessary to provide a safe and healthful work environment for all Air Force personnel and other DoD employees permanently working on Air Force installations.

4. Sources.

4.1. Regulatory Federal Standards. The Air Force complies with the intent of standards from the DOL OSHA Standards, Environmental Protection Agency, Nuclear Regulatory Commission, and the Department of Transportation Standards by directly referencing the applicable standards or incorpo-

rating the standards in AFOSH standards, TOs, or directives. Federal regulatory requirements take precedence over Air Force requirements unless Air Force requirements are more stringent. Refer conflicts between OSHA and AFOSH guidelines to the appropriate MAJCOM, FOA, or DRU for resolution or guidance.

4.2. AFOSH Standards. The Air Force publishes AFOSH standards according to AFI 91-302. **NOTE:** AFIND 17 lists AFOSH Standards.

4.3. Air Force Directives and TOs. Safety, fire prevention, and health guidance is most effective when incorporated into functional area instructions and TOs. The office of primary responsibility (OPR) for Air Force directives must assure each directive complies with safety, fire prevention, and health requirements and coordinate with the applicable discipline. The agencies responsible for developing and revising TOs assure the TOs comply with OSH guidance.

4.4. National Consensus Standards. Select committees of federal, industrial, and private sector personnel develop these standards under the sponsorship of one of the national standards-setting organizations. Examples are ANSI, NFPA, and the American Society of Mechanical Engineers (ASME). National consensus standards are not directive unless adopted by a regulatory federal agency or the Air Force. An Air Force implementing authority may authorize deviations.

5. OSHA and AFOSH Standards Applicability.

5.1. Nonmilitary-Unique Situations. OSHA and AFOSH standards apply to nonmilitary-unique workplaces, operations, equipment, and systems. Some guidance contained in AFOSH standards has been tailored to apply to a specific Air Force operation. However, safety principles involved are universal and are not necessarily limited to any particular activity. Example: AFOSH Standard 127-20, *Vehicle Maintenance Shops*, addresses manual handling techniques which are applicable to all lifting activities regardless of organizational function.

5.2. Military-Unique Situations. Under Title 29 CFR 1960 series, OSHA standards do not apply to military-unique workplaces, operations, equipment, and systems. However, according to DoD instruction, they apply insofar as is possible, practicable, and consistent with military requirements. AFOSH standards apply unless specifically exempted by variance or determined to be an acceptable deviation.

6. Variances and Exemptions. Process a request for variance or exemption if situations exist when it is either impractical or impossible to comply with OSHA or AFOSH guidelines due to operational needs, mission impact, or technical reasons. The procedures for processing variance or exemption requests depend upon whether the source of the requirement is OSHA or AFOSH.

6.1. Variance Request. Request a variance when:

- 6.1.1. Compliance with a mandatory Air Force provision in an AFOSH standard is not possible.
- 6.1.2. Compliance would result in increased risk to personnel.
- 6.1.3. Compliance would seriously interfere with mission accomplishment.
- 6.1.4. The hazard has been assigned a RAC 1, 2, or 3 and corrective action requires a long-term funded project. Establish interim control to reduce the risk to an acceptable level and prepare a request for variance. In some situations, the interim control method in the hazard abatement pro-

gram may be a temporary deviation from the standard, and as such a variance request may not be required (see attachment 1 - Deviation).

6.2. OSHA Standards Exemptions. The Air Force cannot grant exemptions to OSHA standards; DOL has the authority. If compliance with an OSHA standard is not possible, the workcenter must implement interim control measures, and notify the MAJCOM, DRU, or FOA safety, fire protection, or health personnel through the local safety staff. The workcenter develops a special exemption request with technical assistance from installation ground safety personnel according to paragraph 6.6.

6.3. Technical Orders Variances. Process recommended changes to AFOSH requirements in TOs according to the instructions in TO 00-5-1, *Air Force Tech Order System*. Send a copy of the recommended change to HQ AFMC/SEG and HQ AFSC/SEG.

6.4. Directives Variances. Process requests for changes to AFOSH guidelines contained in Air Force instructions through command channels to the OPR for the directive. Safety, fire protection, or occupational health reviews, as appropriate, are accomplished at each level of command between the requester and the OPR. Send copies of recommended changes to HQ AFSC/SEG for coordination with HQ AFCEA/CEF or HQ AFMOA/SGOE.

6.5. AFOSH Standards Variances. Process requests for variances to AFOSH standards through command channels to HQ AFSC/SEG for safety-related issues, to HQ AFSC/SEG and HQ AFCEA/DF for fire prevention-related issues, and to HQ AFMOA/SGOE and HQ AFSC/SEG for health-related issues. HQ AFSC/SEG processes requests for variances and coordinates with the OPR affected HQ USAF functional manager.

6.6. Processing Variance or Exemption Requests:

6.6.1. The workcenter prepares a written variance or exemption request containing:

6.6.1.1. A description of the situation identifying the OSHA and AFOSH standard and specific provision.

6.6.1.2. The reason why compliance is not possible or practical.

6.6.1.2.1. The number of personnel involved on a regular basis and any major items of Air Force property that may be involved.

6.6.1.2.2. Interim control measures used to protect personnel, equipment, or property.

6.6.2. The workcenter coordinates with installation ground safety, fire protection, health representatives and sends it to the installation functional manager for coordination and commander for approval.

6.6.3. Installation ground safety manager forwards the variance or exemptions request to MAJCOM headquarters through appropriate command safety, fire protection, or health channels.

6.6.3. (AFRC) Coordinate all variance requests locally with safety, bioenvironmental, and fire protection personnel as appropriate prior to forwarding to higher headquarters

6.6.4. The MAJCOM staff forwards the requests recommended for approval to HQ AFSC/SEG or HQ AFMOA/SGOE, as appropriate.

6.6.5. The installation ground safety manager maintains a master file of approved variances or exemptions that apply to the installation as long as the variance or exemption is in effect and one

year thereafter. The manager distributes copies of the file to fire protection, health, and functional managers, as needed. Functional managers inform affected employees and employee representatives of approved variances or exemptions and of any applicable special procedures and posts notices of variances or exemptions on employee bulletin boards in affected work areas.

7. Occupational Safety, Fire Protection, and Health Training. Training enables Air Force personnel to meet their AFOSH program responsibilities.

7.1. Commander and Functional Manager Briefings. Safety, fire protection, and health, representatives keep commanders and functional managers informed on the implementation of this instruction. They also provide briefings at least annually on the effectiveness of their programs and problems encountered. These briefings may be given during the occupational safety and health council meetings.

7.2. Supervisor Safety Training (SST). Supervisors are the key in the AFOSH program because they are responsible for maintaining safe and healthful environments in their areas. Supervisors must know the OSH requirements for their work areas and enforce compliance. They receive AFOSH training through management and professional development courses, AFHCP train-the-trainer training, MAJCOM-developed training programs, locally developed programs, and completion of the Air Force SST Course. The SST Course provides supervisory personnel with a working knowledge of their basic responsibilities for providing and maintaining safe and healthful working conditions; recognition, reporting, and elimination of hazards; employee safety motivation; mishap investigation; and other required skills to implement the AFOSH program at the working level.

7.2.1. Personnel Required To Attend :

7.2.1.1. Noncommissioned officers and senior airmen when first assigned to a supervisory position.

7.2.1.2. Commissioned officers when first assigned as a supervisor.

7.2.1.3. Civilian personnel upon initial assignment to a supervisory position.

7.2.1.4. Any supervisor needing refresher training or who demonstrates a lack of safety knowledge or initiative.

7.2.2. Administration. Unit commanders identify eligible personnel and arrange course scheduling with the installation ground safety personnel. The installation ground safety representative allocates quotas, giving priority to newly assigned supervisory personnel.

7.2.3. Documenting Training. Supervisors are responsible for documenting completion of SST on the AF Form 55, **Employee Safety and Health Record**, in the individual's training record or personnel file (see paragraph 7.3.2.). Safety staffs conducting SST are responsible for updating the Advanced Personnel Data Systems (APDS). Use computer code Q to reflect SST completion. Using of computer code Q creates eight possible safety codes:

7.2.3.1. Course I, IV, and SST = E.

7.2.3.2. Course I, IV, V, and SST = F.

7.2.3.3. Course I, V, and SST = H.

7.2.3.4. Course I and SST = I.

7.2.3.5. Course IV, V, and SST = L.

7.2.3.6. Course IV and SST = M.

7.2.3.7. Course V and SST = P.

7.2.3.8. SST = Q.

NOTE:

Do not use result codes. Use only entry code Q to update SST.

7.3. Safety, Fire Protection, and Health On-The-Job Training. Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel. Supervisors provide training to newly assigned individuals and if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. Safety, fire protection, and health (BE, PH, flight surgeon and (or) occupational medicine physician) officials will provide technical assistance to supervisors in developing an appropriate lesson plan for this training. Supervisors will review lesson plans annually and update whenever equipment, procedures, or the work environment change. Supervisors should review the BE baseline and the most recent annual survey report to ensure the outline is current. The training outline, as a minimum, must address mandatory items listed in attachment 5.

7.3.1. Designated Employee Representatives . The civilian personnel flight will schedule and monitor safety, fire protection, and health training for employee representatives. Upon request, coordinate training for designated representatives of civilian employees to assist in maintaining safe and healthful workplaces. The extent of such training will depend on local needs.

7.3.2. Documentation of Training. AF Form 55 will be used to document safety, fire protection, and health training unless other specific documentation is specified elsewhere. Supervisors must maintain a training outline as specified in Attachment 5 and document dates of initial and, as required, refresher training on AF Form 55, authorized versions, or an equivalent computer-generated product that is a true, reproducible and historically accurate facsimile. Attachment 6 provides instructions for completing AF Form 55. All personnel must have job safety training; however, commanders, functional managers, supervisors, and staff members whose work environment is primarily a low risk, administrative areas do not require documentation. Document job safety training for all other personnel. **NOTE:** Supervisor's, instructor's, and employee's signatures may be required by OSHA and should be included on the AF Form 55. Computer signature verifications on the AF Form 55 is at the discretion of the command.

7.3.2. (AFRC) Computer signature verification is not required throughout AFRC.

7.3.2.1. (Added-AFRC) Supervisors ensure job safety training is provided and documented. To ensure unit members receive comprehensive workplace safety briefings, the supervisor (with assistance from the wing or base ground safety staff and Bioenvironmental engineer) determines the safety and health training required for each specific function and conducts a thorough job safety analysis (JSA). Supervisors use workplace technical orders, standards, directives, safety data, bioenvironmental surveys, and or all other applicable information related to their specific duty requirements to help complete the analysis.

7.3.2.2. (Added-AFRC) The preferred method for documenting safety, fire, and health training is through automation, such as Core-Automated Maintenance System (CAMS) GO-54 or

GO-81, AFRC Deployable Operations Training System (ADOTS), Air Force Operations Resource Management System (AFORMS), Reserves Aerial Port Data System (RAPDS), etc. Organizations coordinate with their wing safety staff and their bioenvironmental engineering/public health office prior to implementation of an automated system. Organizations that do not have automation capabilities for documenting training use the AF Form 55.

7.3.2.3. (Added-AFRC) Once the job safety and health training information has been transferred from the AF Form 55 to an automated system, maintain and dispose of the form according to AFMAN 37-139, *Records Disposition Schedule*.

7.3.2.4. (Added-AFRC) Supervisors/instructors use the AF Form 1286, **Safety Education Call Roster**, or a locally developed form/roster as a means of identifying employee attendance at refresher safety training for HAZCOM and Bloodborne Pathogen. Supervisors forward the sign-in roster along with his or her signature as the instructor to the training manager for inputting into the computer. The office of primary responsibility for maintaining the training forms/rosters is determined locally by the subordinate unit's management. The training manager may retain the training forms/rosters or return them to the supervisors for retention.

7.3.2.5. (Added-AFRC) Train and brief job safety requirements to all personnel who are tasked with the preparation of unit mobility. Equip personnel with the personal protective equipment necessary to perform the task. Document training according to paragraph 7.3.2.

7.4. Maintenance and Disposition of AF Form 55s.

7.4.1. The supervisor will maintain the AF Form 55 in the workplace and will update training when necessary. For enlisted personnel, this form may be filed with the AF Form 623, On-the-Job Training Record; for civilian personnel, file the form with the AF Form 971; and for all others, file the AF Form 55 where designated by the supervisor.

7.4.2. The AF Form 55 should be provided to individuals to hand carry to the next assignment when they transfer. Destroy the AF Form 55 one year after personnel are separated or retired..

8. AFOSH Evaluations, Assessments, and Inspections. The Air Force conducts evaluations, assessments, and inspections according to OSHA and DoD requirements. AFI 91-202, *The US Air Force Mishap Prevention Program*, explains the evaluation, assessment, and inspection programs in detail.

9. Contractor Operations. This instruction does not apply to employees, or working conditions of employees, of private contractors performing work under government contracts. Contractors are solely responsible for compliance with OSHA standards and the protection of their employees. Air Force interest is to protect Air Force personnel working in or around contractor operations and with Air Force equipment and property. This instruction covers working in or around government contractors.

9.1. In such cases, the Air Force ensures a safe and healthful work environment for its personnel.

9.2. This is accomplished by contractor abatement of hazardous conditions, application of administrative controls, PPE, or withdrawal of affected employees.

9.3. Air Force safety, fire protection, and BE officials may enter a contractor's workplace to verify working conditions of Air Force personnel, provided the administrative contracting officer (ACO) authorizes such action. Accompaniment by the ACO or the ACO's designated representative is preferred.

9.4. Air Force safety, fire protection, and BE officials do not have the authority to direct contractor activities unless a condition exists which presents imminent danger to Air Force personnel. In all other situations such inspection findings are forwarded to the ACO for resolution with the contractor.

9.5. This instruction does apply to government-furnished facilities or equipment provided to a contractor when known hazards and interim control measures are contained within the contract requirements.

10. DOL Inspections.

10.1. DOL Inspection of Air Force Workplaces and Operations. OSHA officials, as representatives of the Secretary of Labor, may conduct inspections of nonmilitary-unique workplaces and operations where Air Force civilian personnel work. (The inspections may be unannounced.) Such inspections may be in response to a mishap or a complaint from an Air Force employee; may be part of OSHA's annual evaluation of Air Force programs; or may be solely at the Secretary of Labor's discretion.

10.1. (AFRC) Notify the appropriate numbered air force (NAF) and HQ AFRC/SEG when official OSHA visits occur.

10.1.1. The DOL may conduct, as part of its evaluation program, annual targeted inspections or program assistance visits of certain Air Force installations based on the comparative incidence of worker compensation claims. The DOL will prescribe special procedures in the notification process. OSHA inspectors may question or privately interview any employee, supervisory employee, or official in charge of an operation or workplace. Installation commanders must:

10.1.1.1. Allow DOL OSHA representatives to conduct inspections. If entry into a restricted area is necessary, they must have an appropriate security clearance (see AFI 31-401, *Information Security Program Management* (formerly AFR 205-1) and DoD 5200.1-R, *DoD Information Security Program*, date). Safety, fire protection, or BE personnel accompany DOL OSHA representatives while on Air Force installations.

10.1.1.2. Have an initial in-brief with DOL OSHA representatives.

10.1.1.3. Upon request, provide available safety, fire protection, and health information on workplaces. Do not provide reports marked "For Official Use Only". (See notes.)

NOTES:

1. OSHA officials may review "For Official Use Only" mishap reports; however, release of copies of the reports must be obtained by DOL from AFSC/SE (see AFI 91-204, *Investigating and Reporting US Air Force Mishaps*).

2. OSHA officials may review employee exposure and medical records. Cooperate with OSHA officials to assure their right to review such records. The official must safeguard the individual's rights to privacy

10.1.2. Provide photographic or video support, if required. Videos or photographs taken on installations fall under the exclusive control of the installation commander. This video or photographic support might include processing the film taken by the inspector or gaining approval to take a picture or video from the commander's representative. Air Force officials may review negatives, photographs, and videos before release if they suspect possible disclosure of classified information without the review.

10.1.3. Arrange a closing conference with the OSHA official if requested and invite employee representatives to attend.

10.1.4. Treat DOL OSHA notices of hazards in the same manner as an Air Force inspector report. Evaluate and assign a RAC code to each hazard identified by OSHA inspectors.

10.1.5. Ensure that inspectors verify DOL inspection results, including all testing. Air Force tests or sampling for future testing should be accomplished at the same time and at the same location as the DOL testing, if at all possible.

10.1.6. Ensure that DOL personnel conducting the inspection receive response to DOL inspection reports from the local level. Provide copies, through command channels, of the inspection report, replies to DOL, and related correspondence to the addressees listed below.

10.1.7. Transmit a message report on investigations or inspection visits within 2 workdays after receiving a DOL OSHA citation. (OPR: Installation safety, fire protection, or health representative.) This applies to Air Force workplaces or facilities, or operations performed by a contractor in which Air Force facilities, equipment, or procedural deficiencies are identified in the citation. Transmit message, by routine precedence, to:

10.1.7.1. SAF Washington DC//MIQ//

10.1.7.2. HQ USAF Washington DC//SE/CE//

10.1.7.3. HQ AFSC Kirtland AFB NM//SEG//

10.1.7.4. HQ AFCESA Tyndall AFB FL//CEXF//

10.1.7.5. HQ AFMOA Bolling AFB DC//SGOE//

10.1.7.6. MAJCOM/FOA/DRU//SEG/SGB/SGPB/CE

10.1.7.7. Intermediate Command//SEG/SGP/CE//

NOTE:

Include the following information:

10.1.7.8. Date of investigation/inspection.

10.1.7.9. Agency of inspector.

10.1.7.10. Workplace visited.

10.1.7.11. Reason for visit.

10.1.7.12. Results of investigation or inspection and violation reference or any notices of unsafe and unhealthful working conditions with the appropriate RAC.

10.1.7.13. Problems encountered, if any.

10.1.7.14. If significant hazards or deficiencies are identified or problems occur during a DOL OSHA inspection or investigation, call the MAJCOM, FOA, or DRU. The MAJCOM, FOA, or DRU will notify HQ AFSC/SEG.

10.2. DOL Inspection of Contractor Operations:

10.2.1. Authority. Within the 50 states and US territories, Air Force contractors operating from Air Force or privately-owned facilities located on or off Air Force installations are subject to enforcement authority by federal and state safety and health officials. Authorized safety and BE officials from states without OSHA-approved occupational safety and health plans may, subject to the exceptions in this AFI, exercise jurisdiction over contractor operations. At overseas locations, local government agencies may conduct inspections of contractor facilities or operations as stipulated in status of forces or country-to-country agreements.

10.2.1.1. Federal OSHA officials may perform OSH inspections of Air Force contractor workplaces in areas where the US holds exclusive federal jurisdiction.

10.2.1.2. The DOL does not have authority over working conditions for which another federal agency or certain state agencies exercises statutory authority to prescribe or enforce standards or regulations affecting occupational safety and health. Thus, OSHA authority does not extend to working conditions specifically covered by:

10.2.1.3. Any nuclear safety or health standard or instruction implementing Title 42, U.S.C., 2012, 2021, 2121(b), and 2201(b).

10.2.1.4. Any explosives safety standard or instruction implementing Title 10, U.S.C., 172, Ammunition Storage Board.

10.2.1.5. Regardless of whether or not a state has an OSHA-approved plan, state safety and BE officials have no authority in Air Force contractor workplaces located in areas where the US holds exclusive federal jurisdiction.

10.2.1.6. Installation commanders must, as an act of courtesy, advise the applicable state OSHA representative in writing of contractor workplaces located within areas of exclusive federal jurisdiction.

10.2.1.7. Authorized safety and BE officials from states without OSHA-approved OSH plans may exercise jurisdiction over contractor workplaces only when there are no OSHA standards that apply to the work in progress.

10.2.2. Standards Enforced. Safety and health standards are enforceable by federal or state officials as follows:

10.2.2.1. Federal OSHA officials will enforce only federal OSHA standards in contractor workplaces.

10.2.2.2. State OSHA officials, operating under a federally approved plan and subject to the terms of any variance, tolerance, or exemption granted by DOL, may enforce state OSHA standards in contractor workplaces.

10.2.3. Procedures:

10.2.3.1. Contractors do not receive advance notice of federal or state OSHA inspections except:

10.2.3.1.1. In cases of apparent imminent danger to any Air Force or contractor employee.

10.2.3.1.2. When requested by federal or state OSHA officials.

10.2.3.2. Federal and state OSHA officials may access contractor workplaces on Air Force installations without delay at reasonable times during regular working hours. Other times may

be agreed upon by concerned officials.

10.2.3.3. Federal or state OSHA officials must present identifying credentials and state the purpose of the visit to the installation commander or authorized representative before conducting an inspection of a contractor workplace on an Air Force installation.

10.2.3.4. When federal or state OSHA officials require entry to a classified or restricted area, the following procedures must apply:

10.2.3.4.1. The contractor must immediately notify the OSHA official and the Air Force activity exercising security supervision over the contractor's workplace of the need for personal security clearance or security escort.

10.2.3.4.2. If required, the security activity takes appropriate security actions to ensure that federal or state OSHA officials are granted access to classified or restricted areas.

10.2.3.4.3. Federal or state OSHA officials must have access to, and upon request, be provided with copies of records or reports pertinent to specific contractor mishap investigations unless prohibited from release by provisions of the Freedom of Information Act, 5 U.S.C. 552, or the *Privacy Act of 1974*.

10.2.3.4.4. If DOL reports nonconformance of government-furnished property, facilities, or equipment to OSHA standards or a contractor under an Air Force contract, the contracting officer must verify the report with assistance from appropriate Air Force installation OSH officials and advise the appropriate contracting activity. The procuring contracting officer or other designated authority must:

- Recommend contractor request variance from pertinent DOL standard when alternate safety measures provide adequate protection.
- Negotiate replacement with contractor-owned property.
- Replace with other suitable government property.
- Authorize modification of government property at contractor expense with the understanding that title to any nonseverable modification rests with the government.
- Authorize modification by the contractor at government expense only if continued use of the property is essential to support a major program. Necessary funding approvals are required under appropriate regulations.

10.2.3.4.5. The DoD contractor is responsible for resolving issues related to citations or requests for delays, variations, tolerances, or exemptions of applicable occupational safety and health standards.

10.2.3.4.6. The general principles contained in this subsection apply to safety and health officials from states which do not have OSHA-approved occupational safety and health plans when exercising authority previously described.

11. NIOSH Evaluations. NIOSH is an independent research agency belonging to the Centers for Disease Control and Prevention, Public Health Service, US Department of Health and Human Services. NIOSH does not have inspection authority nor are its people DOL representatives. If NIOSH personnel request an evaluation at an Air Force installation, channel the request from installation level through the

appropriate MAJCOM safety or health agency to HQ AFSC/SEG or HQ AFMOA/SGO, as applicable. Any NIOSH health evaluation must have its protocol submitted for review against AFI 40-402, *The Use of Human Subjects in Research, Development, Test, and Evaluation* (formerly AFR 169-3).

12. Hazard Reporting. Detecting unsafe or unhealthful working conditions at the earliest possible time and abating hazards promptly at the lowest possible working level are essential elements of the AFOSH program. The hazard reporting program provides a system of reporting hazardous conditions and for investigating and correcting those hazards. AFI 91-202 explains the hazard reporting program in detail.

12.1. Employee appeal procedures are as follows:

12.1.1. Employees have the right of appeal if they are not satisfied with local action on a hazard report submitted according to AFI 91-202. Managers or supervisors will not discriminate against an employee who exercises this right. If an employee is dissatisfied with actions taken on a hazard report, he or she should resubmit the report to the appropriate installation safety, fire protection, or bioenvironmental engineering representative, requesting that the alleged hazard be reinvestigated, and stating the reasons why. The representative must respond within 10 workdays.

12.1.2. If the employee is still dissatisfied, they may appeal to a higher level of safety, fire protection, or health representative in the following sequence:

12.1.2.1. Each intermediate headquarters.

12.1.2.2. MAJCOM, DRU, or FOA headquarters.

12.1.2.3. HQ AFSC/SEGO (safety hazards), HQ AFCESA/DF (fire hazards), or HQ AFMOA/SGOE (health hazards).

12.1.2.4. AF/SEP.

12.1.2.5. SAF/MIQ

12.1.2.6. DUSD (ES) (This is the final review for reports that originate at installations in foreign countries, from military personnel, or involve military-unique operations or equipment).

12.1.2.7. Office of Federal Agency Safety Programs, US Department of Labor.

12.1.3. Appeals are reviewed promptly and a reply sent to the employee within 20 days. If a reply is not received within 20 days or if the employee is dissatisfied with the reply, they may appeal to the next higher level. Each reply to an appeal will advise the employee of this right and will include the office symbol and address of the next higher level of appeal. If requested, the installation safety, fire protection, or bioenvironmental engineering representatives will assist the employee in obtaining technical information for clarification or for processing the appeal.

12.1.4. Employees may submit appeals directly to the Office of Federal Agency Safety Programs, US Department of Labor. However, the procedures outlined in the paragraphs above are encouraged as the most expeditious means of correcting hazardous conditions.

12.1.5. The procedures outlined above do not prevent the use of agency or negotiated grievance procedures.

13. Mishap Investigation and Reporting. The Air Force is responsible to investigate occupational injuries and illnesses to Air Force personnel as defined in AFI 91-204. Refer to AFI 91-204, Chapter 4, for requirements for annual reporting of summary of occupational injuries.

14. Occupational Safety and Health Councils.

14.1. Installation Occupational Safety and Health Council. Establish AFOSH councils at installations with more than 300 assigned personnel. The council is a forum for discussing OSH problems, advising the commander on OSH-related matters, and recommending solutions of OSH problems to the commander. Organize the council as a separate council or integrate it with the installation safety council. The council shall meet at least once per quarter.

14.1. (AFRC) This meeting may be merged with the Safety and Fire Prevention Councils and be titled the "Combined Safety Council Meeting." Make minutes available to all commanders. AFRC tenant units participate in host councils.

14.1.1. The council is chaired by the installation commander or by the commander's designee, a senior management official.

14.1.2. Membership includes functional managers, civilian employee representatives, and representatives from civil engineering, financial management, civilian personnel flight, safety, fire protection, public health, and BE. Representatives from tenant units should be invited if deficiencies affect their operations. Representatives of all recognized employee organizations may take part, unless representation is otherwise covered under management-labor agreements. Invite the ACO where deficiencies occur which may affect contractor operations.

14.1.2. (AFRC) NOTE: (Added) AFRC tenant units are encouraged to convene safety council meetings to discuss unit-unique issues at the commander's discretion.

14.1.3. The installation ground safety manager makes all council arrangements, establishes the schedule, develops and distributes the agenda in advance, and records and publishes council meeting minutes. The council chairperson or a designated senior management official approves the minutes. All council members receive copies of the minutes. OPRs are identified for items requiring action.

14.1.3. (AFRC) Provide copies of minutes to the appropriate NAF/SE and HQ AFRC/SE.

14.1.4. Council communications stay within Air Force channels. Areas for discussion at the council meetings may include, as appropriate:

14.1.4.1. Review of changes in AFOSH program guidelines.

14.1.4.2. Analysis of hazard reports.

14.1.4.3. Analysis of mishap experience.

14.1.4.4. Summary of AFOSH inspections and evaluations.

14.1.4.5. At least annually, the installation master hazard abatement program, including all unabated safety, fire, and health hazards.

14.1.4.6. The installation EDP program as it relates to AFOSH program.

14.1.4.7. The ICPA briefing on compensation Program charge-back costs and continuation of pay (COP) costs and report from the FECA Working Group.

14.1.4.8. The Occupational Health Medical Examination Program.

14.1.4.9. Status of AFHCP activities.

14.1.4.10. Review of the Air Force annual occupational safety, fire protection, and occupational health goals and objectives.

14.2. Field Federal Safety and Health Councils. Normally, one management representative, preferably from ground safety, fire protection, or health; and one civilian employee representative represents the installation. Additional representation is at the installation commander's discretion.

14.3. Federal Safety and Health Conferences. Attendance and participation of Air Force OSH personnel in regional and national conferences are beneficial for program updates and mishap prevention initiatives. Where Air Force organizations sponsor OSH seminars or workshops, i.e., *Air Force Annual Ground Safety Seminar*, such activities should be scheduled in conjunction with a regional or national conference such as the National Safety Council Congress and Exposition.

15. Goals and Objectives. HQ AFSC, in coordination with HQ AFCESA and AFMOA must formulate annual program goals and objectives. MAJCOMS and subordinate commands provide input to these goals and develop complementary goals and objectives based on their mission, organizational structure, and problem area.

Section C—Hazard Abatement

16. Risk Assessment Code (RAC). Evaluate each occupational hazard or deficiency and assign a RAC (Table 1). Qualified safety, fire protection, and health personnel evaluate and assign RACs. Determine the mishap probability and severity for occupational safety and fire hazards and safety deficiencies according to the procedures in paragraphs 16.1 and 16.2. Determine the RAC by plotting the probability (A, B, C, or D) that a mishap will occur and the potential mishap severity (I, II, III, or IV) if it does happen. Attachment 7 provides procedures for determining RACs for health hazards or deficiencies. Attachment 8 provides procedures for determining RACs for fire deficiencies. Implementing interim control measures to reduce the level of risk associated with a particular hazard or deficiency will not affect the assigned RAC for corrective action purposes.

Table 1. Risk Assessment Code (RAC) Matrix.

SEVERITY Ø	MISHAP PROBABILITY				RISK ASSESSMENT CODE
	A	B	C	D	
I	1	1	2	3	
II	1	2	3	4	
III	2	3	4	5	
IV	3	4	5	5	

16.1. Mishap Severity. An assessment of the potential consequence if a hazard or deficiency results in a mishap. It is the degree of injury, occupational illness, resource loss, or fire damage that could occur. The severity categories are:

16.1.1. I - Death or permanent total disability, resource loss or fire damage more than \$1,000,000.

16.1.2. II - Permanent partial disability, temporary total disability in excess of 3 months, resource loss or fire damage from \$200,000 but less than \$1,000,000.

16.1.3. III - Lost workday mishap, resource loss or fire damage from \$10,000 but less than \$200,000.

16.1.4. IV - First aid or minor medical treatment, resource loss or fire damage less than \$10,000, or a violation of a requirement in a standard.

16.2. Mishap Probability. An assessment of the likelihood that a hazard or fire deficiency will result in a mishap. Categorize mishap probabilities as:

16.2.1. A - Likely to occur immediately or within a short period of time.

16.2.2. B - Probably will occur in time.

16.2.3. C - Possible to occur in time.

16.2.4. D - Unlikely to occur.

16.3. RAC Descriptions:

16.3.1. 1 - Imminent Danger.

16.3.2. 2 - Serious.

16.3.3. 3 - Moderate.

16.3.4. 4 - Minor.

16.3.5. 5 - Negligible.

17. Imminent Danger Situations. Bring imminent danger situations to the attention of the supervisor in charge immediately. The supervisor must take immediate action to eliminate or reduce the hazard or cease operations and withdraw exposed personnel until action is taken.

18. Posting Hazards. The workplace supervisor must post notices identifying RAC 1, 2, and 3 hazards to alert employees to the hazardous condition, any interim control measures in effect, and permanent corrective actions underway or programmed. Use AF Form 1118, **Notice of Hazard**, to post notices for facilities or AF Form 979, **Danger Tag**, for equipment. (See AFOSH Standard 127-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*.) **NOTE:** AF Form 979 is for use on equipment, but may be used temporarily in place of the AF Form 1118.

18. (AFRC) NOTE: AFRC tenant units use AF Forms 979, until the host base initiates an AF Form 1118.

18.1. Location. Posting locations for hazard notices depends on the nature of the hazard and workplace operations. Post notices on, at, or as near as possible to the hazard. However, where the nature of the hazard or workplace is such that this is not practical, post notices in a prominent place where they can be seen by all affected employees.

18.2. Removal. Do not remove notices until the hazard has been corrected or for 3 days, whichever is greater. Remove notices only after verification by the issuing authority that the identified hazard has been satisfactorily corrected.

18.3. AF Form 1118 Procedures. Qualified safety, fire protection, and BE officials are the sole issuing authorities for AF Form 1118. Unit inspection reports must include a Notice of Hazard for each identified RAC 1, 2, or 3 hazard not corrected immediately on-site. Those who issue the notice must provide it to the workplace supervisor for posting no later than 30 days after completion of the inspection. If these time constraints cannot be met tell the workplace supervisor. If required information is not known at the time of issuance, advise the supervisor it will be provided as it becomes available. The workplace supervisor must post the notice immediately upon receipt and may then remove the AF Form 979 if it was posted as a temporary notice (see AFOSH Standard 127-45). If adverse conditions are present, enclose the notices in a suitable protective cover.

18.3.1. Instructions for Preparing AF Form 1118. The safety, fire protection, or health official issuing the notice must complete all items possible with the exception of "Date Posted." The workplace supervisor fills in the date at the time of posting.

18.3.1.1. Control Number. The AF Form 1118 receives a control number. The numbers are sequential and annotated adjacent to the "Notice of Hazard" title. The numbering system coincides with the corresponding Air Force Hazard Abatement Plan (AF Form 3). Record the hazard or deficiency information on an AF Form 3, or the aerospace safety automation program (ASAP) computerized version, and make it part of the master hazard abatement plan if the hazard or deficiency is not corrected within 30 calendar days.

18.3.1.2. Location. Note the building number, room number, and function involved, where the hazard is located, and nomenclature of the hazardous item or procedure. (Example: Building 18, Room 217, Civil Engineering [CE] Carpenter Shop, Table Saw.)

18.3.1.3. Hazardous Condition. Describe in detail the nature of the hazard, including a reference to the standard or requirement violated, if any.

18.3.1.4. Risk Assessment Code. List RAC, followed by RAC description. (Example: "1 [Imminent Danger].")

18.3.1.5. Interim Control Measures. Identify temporary measures needed to reduce the degree of risk associated with the hazard to an "acceptable" degree (RAC 4 or below) until permanent corrective actions are implemented. (Example: "Wear Type II Respirator" or "DO NOT USE.")

18.3.1.6. Permanent Corrective Action. List those actions in progress that will permanently eliminate the identified hazard. Include associated document number. (Examples, "Install new exhaust system [CE work order and project number]" and "replace grinder [supply requisition number].")

18.3.1.7. Contact Point. Note the name, grade, office symbol, and telephone number of individual responsible for elimination of the hazard.

18.3.1.8. Estimated Completion Date (ECD). Self-explanatory.

18.3.2. Status of Changes. When issuing the notice of hazard, all pertinent information may not be available. In addition, the status of identified hazards may change. The functional manager or a designated representative must notify the issuing authority of any changes in status concerning the identified hazard. Upon notification of such changes, the issuing authority issues an updated notice for the workplace supervisor to post.

18.4. Abatement of Hazardous Conditions. Each installation establishes a program to abate hazards and deficiencies, based on a priority system. The functional manager is responsible for abating hazardous conditions. Send projects beyond the capability of local commanders to the parent MAJCOM or DRU or FOA. To abate hazardous conditions:

18.4.1. Assign priorities, funds, and abate hazards in military-unique equipment, systems, and operations through established systems for modification and upgrade. Examples of these systems are the Product Quality Deficiency Reporting Program (TO 00-35D-54, *USAF Material Deficiency Report and Investigation System*) and Flight Manual Changes (AFI 11-215, *Flight Manual Procedures* [formerly AFR 60-9]).

18.4.2. Remember that hazard abatement in nonmilitary-unique workplaces must:

18.4.2.1. Abate RACs 1, 2, and 3 hazards as soon as practical.

18.4.2.2. Identify abatement actions for RACs 4 and 5 hazards and deficiencies. Abatement may be deferred pending scheduled repair or replacement, but maintain a record until abatement is completed. Use the AF Form 3 or ASAP version to record RAC 4 or 5 hazards or deficiencies, but they need not be part of the master hazard abatement plan.

18.4.3. Select an abatement method or interim corrective action based on the following priority:

18.4.3.1. Substitute less hazardous materials or less hazardous process.

18.4.3.2. Eliminate hazards through engineering changes or control.

18.4.3.3. Isolate hazardous operations to minimize exposure.

18.4.3.4. Provide work-around procedures.

18.4.3.5. Provide administrative controls to reduce length of exposure.

18.4.3.6. Provide PPE.

18.4.4. Other factors that affect decisions on abatement actions are:

18.4.4.1. Technical feasibility and cost of available options.

18.4.4.2. Number of personnel exposed and length of time exposed.

18.4.4.3. Previous mishap experience.

18.4.4.4. Future use of facility or equipment.

18.4.4.5. Available alternative methods to control the hazard or protect personnel.

18.4.4.6. Interim control procedures in effect.

18.4.5. The abatement priority number (APN) is the RAC and the cost effectiveness index (CEI). CEI measures cost effectiveness of a hazard abatement project and represents a ratio of the project cost and its potential effectiveness. Compute APN:

18.4.5.1. Step 1. Determine RAC from table 1 based on mishap severity and probability of occurrence.

18.4.5.2. Step 2. Determine the severity probability multiplier (M) from the matrix in table 2, using the same severity and probability used to determine the RAC. **NOTE:** The multipliers in table 2 represent a proportional distribution of the annual cost and frequency of mishaps and

are derived from actual Air Force mishap experience.

Table 2. Severity and Probability Multiplier Matrix.

SEVERITY Ø	MISHAP PROBABILITY				SEVERITY PROBABILITY MULTIPLIER
	A	B	C	D	
I	188	53	21	7	..
II	53	21	7	2	
III	21	7	2	1	
IV	7	2	1	0.26	

18.4.5.3. Step 3. Determine exposure (E), or the average number of personnel exposed daily to the hazard or deficiency during the course of the year.

18.4.5.4. Step 4. Determine the total abatement project cost (C). If actual costs are not known, use best available estimate.

18.4.5.5. Step 5. Compute the CEI by dividing the C for abatement by the product of M and E, or $CEI = C/(M)(E)$.

18.4.5.6. Step 6. Determine APN by listing the RAC followed by the CEI in parenthesis, or $APN = RAC(CEI)$.

18.4.5.7. Step 7. Determine relative priority of abatement projects by comparing the CEI of projects within identical RACs. **NOTE:** The lower the CEI, the higher its relative priority within the same RAC.

18.4.6. To use APNs to establish a priority list of projects, follow these steps:

18.4.6.1. Step 1. Determine RAC. Assumptions: Given a hazard that will probably occur in time (Probability B) and would result in a permanent partial disabling injury (Severity II) if it resulted in a mishap. Therefore, the assigned RAC from table 1 would be 2.

18.4.6.2. Step 2. Determine multiplier (M). Plot mishap probability (B) versus hazard severity (II) on table 2 to obtain a multiplier of 21.

18.4.6.3. Step 3. Determine exposure (E). Assumption: the functional manager or supervisor determined that on an average day 25 people are exposed to the hazard.

18.4.6.4. Step 4. Determine the total cost of project (C). Assumption: the total cost of the project to abate the hazard as provided to the functional manager by civil engineering is \$2,100.

18.4.6.5. Step 5. Determine cost effectiveness index (CEI). $CEI = C/(M)(E)$; $(M)(E) = 21 \times 25$, therefore $CEI = 2100/(21)(25) = 4$.

18.4.6.6. Step 6. Determine APN. The APN will be $(RAC)(CEI) = (2)(4)$.

18.4.6.7. Step 7. Determine relative priority. The APN will now be used to prioritize this project in relation to other RAC 2s for which APNs have been computed. A hypothetical priority listing containing this project is shown in table 3.

Table 3. Abatement Priority Number Index.

RAC	CEI	APN	Priority
1	(3)	1(3)	1
1	(113)	1(113)	2
2	(4)	2(4)	3
2	(15)	2(15)	4
2	(96)	2(96)	5
3	(11)	3(11)	6
3	(180)	3(180)	7
3	(240)	3(240)	8
3	(350)	3(350)	9

NOTE: The APN system cannot be used to compare projects of two different RACs.

18.5. Installation Hazard Abatement Plans:

18.5.1. Enter RAC 1, 2, or 3 hazard that requires more than 30 calendar days from the date it is identified for correction into the installation's formal hazard abatement plan using AF Form 3. Close out individual hazard reports and inspection reports when action is transferred to AF Form 3. Instructions for completing AF Form 3 are in Attachment 9. Safety managers may use the Aerospace Safety Automation Program (ASAP) to prepare AF Form 3 information.

18.5.2. Have the functional manager prepare AF Form 3 using hazard information provided by the safety, fire protection, or BE officials and others, including supervisors, civil engineering, and supply. The completed AF Form 3 is then sent to the installation organization having oversight responsibility for the identified hazard for validation: safety, fire protection, or health. After validation, send the AF Form 3 to the installation ground safety representative for incorporation into the formal plan. Enter only one hazard on each copy of the AF Form 3. If several facilities have the same hazard, enter only one facility on each AF Form 3. Enter projects to correct hazards with RACs 1, 2, or 3 on AF Form 3, if not abated within 30 days. Use of AF Form 3 for RACs 4 and 5 hazards or deficiencies is optional.

18.5.2. (AFRC) AFRC bases submit a copy of AF Forms 3 to higher headquarter within 10 work-days after a form is generated.

18.5.3. Note that the host installation ground safety manager maintains a complete set of AF Forms 3, or ASAP version, which is the installation master hazard abatement plan.

18.5.4. Note that it is mandatory for the functional managers to review AF Forms 3 pertaining to their areas of responsibility at least semiannually. The functional manager must notify the safety personnel of any changes in hazard abatement status and annotate the review in block 22 of AF Form 3 or after the last item on the ASAP version. If safety was not the RAC assigning agency, then safety must notify the fire protection or BE officials, as appropriate, that the review is completed and inform them of any change in status.

18.5.5. Remember the OSH council reviews the installation hazard abatement plan at least once a year. Address project delays and other problems on a semiannual basis.

18.5.6. Have the ground safety representative send the installation hazard abatement plan to the installation commander once a year for review and approval of priorities for projects.

18.5.7. When abatement project is completed, ensure the responsible functional manager requests the appropriate agency; safety, fire, or health, to certify the hazard has been adequately abated.

18.5.8. Make sure the ground safety representative makes the installation hazard abatement plan available for review locally by representatives of recognized employee organizations if such organizations exist.

18.5.9. Record RAC 4 and 5 hazards or deficiencies, but they need not be a part of the installation master hazard abatement plan. MAJCOMs must determine if AF Form 3 may be used for this purpose.

18.5.9. (AFRC) The AF Form 3 may be used for the purpose of recording RAC 4 and 5 hazards.

18.5.10. If abatement actions involving RAC 1, 2, or 3 hazards exceed local funding authority, send copies of AF Forms 3 to the parent MAJCOM ground safety representatives, to coordinate within their command. MAJCOM ground safety personnel send copies of AF Form 3 received from subordinate installations or units to HQ AFSC/SEG and HQ AFMOA/SGOE or HQ AFCEA/DF, if appropriate, when MAJCOM, DRU or FOA funding authority for abatement action is exceeded.

18.6. Funding for Hazard Abatement:

18.6.1. Remember budget personnel determine sources for funding hazard abatement projects. Installations should plan and program hazard abatement projects so that they can compete for the necessary funds within the planning, programming, and budgeting system framework.

18.6.2. Incorporate safety, fire protection, and health requirements into construction and modernization projects. Many hazards or deficiencies are abated as byproducts of new construction justified for other reasons. Military construction projects to abate occupational hazards or deficiencies normally do not involve new construction but usually consist of retrofit of one or more facilities, such as the installation or replacement of ventilation systems.

18.6.3. Send projects that exceed local funding authority to the parent MAJCOM, DRU or FOA for centralized programming. Identify the portion of project cost attributable to hazard abatement.

18.6.4. Make sure functional managers establish procedures to account for actual expenditures for abatement projects to correct hazards in their areas of responsibility. Civil engineering must provide actual cost data for abatement of hazards in facilities and real property installed equipment to the functional manager. The functional manager consolidates the information and sends it to the installation ground safety representative at least once a year for centralized reporting. Forward a mandatory End-of-FY report (close-out 30 September) to reach the installation safety representative by 5 October each year.

18.6.5. Note that each installation safety representative obtains information from installation civil engineering and functional managers in order to submit an End-of-FY Annual Hazard Abatement Survey report to their MAJCOM safety representative by 15 October each year. Attachment 10 contains format and instructions for the report. MAJCOM safety representatives, in turn, submit a consolidated Annual Hazard Abatement Survey report to HQ AFSC/SEG no later than 1 November each year. This report is to consist of information derived from Attachment 10 and Table 3 for

all RAC 1s. Integrate data from individual installations into a consolidated report for each MAJCOM (RCS: HAF-SEC(A)9363). FOAs and DRUs are not to submit the annual survey report if the host installation reports their hazard abatement actions through a MAJCOM.

19. Forms Prescribed. AF Form 3, **Hazard Abatement Plan**; AF Form 55, **Employee Safety and Health Record**; AF Form 1118, **Notice of Hazard**.

ORIN L. GODSEY, Brig General, USAF
Chief of Safety

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

Air Force Instruction (AFI) 11-215, *Flight Manual Procedures* (formerly AFR 60-9).

AFI 31-401, *Information Security Program Management* (formerly AFR 205-1).

AFI 32-1031, *Operations Management*.

AFI 34-301, *Nonappropriated Fund (NAF) Personnel Management* (formerly AFR 40-7).

AFI 36-701, *Labor-Management Relations* (formerly AFR 40-711).

AFI 36-1001, *Managing the Civilian Performance Program* (formerly AFR 40-452).

AFI 36-1201, *Discrimination Complaints* (formerly AFR 40-1613).

AFI 36-2402, *Officer Evaluation System* (formerly AFR 36-10).

AFI 36-2403, *The Enlisted Evaluation System (EES)* (formerly AFR 39-62).

AFI 40-202, *The Use of Human Subjects in Research, Development, Test, and Evaluation* (formerly AFR 169-3).

AFI 91-202, *The US Air Force Mishap Prevention Program*.

AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards* (formerly AFR 8-14).

Air Force Index (AFIND) 17, *Index of Air Force Occupational Safety and Health [AFOSH] Standards, Department of Labor Occupational Safety and Health [OSHA] Standards, and National Institute for Occupational Safety and Health [NIOSH] Publications* (formerly AFR O-17).

AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications* (formerly AFR 02).

Air Force Occupational Safety and Health (AFOSH) Standard 48-1, *Respiratory Protection* (formerly AFOSH Standard 161-1)

AFOSH Standard 48-21, *Hazard Communication* (formerly AFOSH Standard 161-21).

AFOSH Standard 91-31, *Personal Protective Equipment* (formerly AFOSH Standard 127-31).

AFOSH Standard 127-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*.

Air Force Policy Directive (AFPD) 91-3, *Occupational Safety and Health*.

Department of Defense (DoD) Instruction (DODI) 6055.1, *DoD Occupational Safety and Health Program*.

DoD List 6050.5-L, *Hazardous Material Information System (HMIS) Hazardous Item Listing, With Change 1*, November 1992.

DoD 5200.1-R, *DoD Information Security Program*, date.

DoD Civilian Personnel Manual, Sub-chapter 8-10.

Occupational Safety and Health Administration (OSHA) Standard 1960.25, *Qualifications of Safety and Health Inspectors and Agency Inspections*.

OSHA Standard 1960.79, *Self-Evaluation of Occupational Safety and Health Programs*.

Technical Order (TO) 00-5-1, *Air Force Tech Order System*.

TO 00-25-115, *Logistics/Maintenance Engineer Management Assignments*.

TO 00-35D-54, *USAF Material Deficiency Report and Investigation System*.

Abbreviations and Acronyms

AAFES—Army-Air Force Exchange Service

ACGIH—American Conference of Governmental Industrial Hygienists

ACO—Administrative Contracting Officer

AER—Alternate Exposure Route

AETC—Air Education and Training Command

AFCESA—Air Force Civil Engineering Support Agency

AFHCP—Air Force Hazard Communication Program

AFI—Air Force Instruction

AFIND—Air Force Index

AFMC—Air Force Materiel Command

AFMOA—Air Force Medical Operations Agency

AFOSH—Air Force Occupational and Environmental Safety, Fire Prevention, and Health

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFRES—Air Force Reserve

AFSC—Air Force Safety Center

ANG—Air National Guard

ANSI—American National Standards Institute

APDS—Advanced Personnel Data Systems

APN—Abatement Priority Number

AQ—The Assistant Secretary of the Air Force for Acquisition

AQC—Deputy Assistant Secretary (Contracting)

ASAP—Aerospace Safety Automation Program

ASME—American Society of Mechanical Engineers

BE—Bioenvironmental Engineer

C—Cost

CA—Compensation Act

CE—Civil Engineering

CECORS—Civil Engineering Contract Operations Reporting System

CEI—Cost Effectiveness Index

CFR—Code of Federal Regulations

CGA—Compressed Gas Association

cm²—Square Centimeters

COP—Continuation of Pay

CP—Centrally Procured

CPF—Civilian Personnel Flight

CT—Component (US Air Force) Threshold (such as milli-watts/cm², dB, or parts per million) that triggers surveillance actions

DASHO—Designated Agency Safety and Health Official

dB—Decibel

DECA—Defense Commissary Agency

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DoDI—Department of Defense Instruction

DOL—Department of Labor

DP—Deputy Chief of Staff, Personnel

DRU—Direct Reporting Unit

DUSD(ES)—Deputy Under Secretary of Defense (Environmental Security)

E—Exposure

ECD—Estimated Completion Date

EDP—Environmental Differential Pay

EO—Executive Order

FECA—Federal Employee’s Compensation Act

FM—Assistant Secretary of the Air Force (Comptroller)

FMB—Deputy Controller Budget

FOA—Field Operating Agency

FPM—Federal Personnel Manual

FSD—Fire Safety Deficiency

FWS—Federal Wage System
FY—Fiscal Year
GFE—Government-Furnished Equipment
GM—General Manager
GS—General Schedule
GSU—Geographically Separated Units
HHSC—Health Hazard Severity Category
HMIS—Hazardous Material Information System
HQ USAF—Headquarters, United States Air Force
ICPA—Injury Compensation Program Administrator
LS—Longshoreman
M—Multiplier
MAJCOM—Major Command
MCP—Military Construction Program
MI—The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environment
MIQ—The Deputy Assistant Secretary for Environment, Safety, and Occupational Health
MIL SPEC—Military Specification
MIL STD—Military Standard
MPC—Mishap Probability Category
MSDS—Material Safety Data Sheet
NAF—Nonappropriated Fund
NFPA—National Fire Protection Association
NIOSH—National Institute of Occupational Safety and Health
O&M—Operation and Maintenance
OPR—Office of Primary Responsibility
OSH—Occupational Safety, Fire Protection, and Health
OSHA—Occupational Safety and Health Administration
PCMS—Project by Contract Management System
PDP—Program Decision Package
PH—Public Health
PPE—Personal Protective Clothing and Equipment

RAC—Risk Assessment Code

SAF/—A symbol used prior to a series of letters indicating a specific office within the Offices of the Secretary of the Air Force

SE—Safety

SECAF—Secretary of the Air Force

SES—Senior Executive Service

SG—Surgeon General

SST—Supervisor Safety Training

STD—Applicable Exposure Limit (such as threshold value and permissible exposure limit)

TA—Table of Allowances

TO—Technical Order

USAF—United States Air Force

USAFR—United States Air Force Reserve

U.S.C.—United States Code

Terms

Abatement Priority Number (APN)—A two-part code, consisting of RAC and Cost Effectiveness Index (CEI), used to determine the relative priority of abatement actions.

Air Force Civilian—Senior executive service (SES), general manager (GM), general schedule (GS), and federal wage system (FWS) employees, including ANG and USAFR technicians; scientific and technical; administratively determined; US citizen employees in Panama; nonappropriated fund employees; Youth and Student Assistance Program employees; and foreign nationals employed by the Air Force under a direct or indirect hire arrangement. **NOTE:** Army-Air Force Exchange Service (AAFES), Defense Commissary Agency (DECA), and Defense Finance and Accounting Service (DFAS) employees are not covered by this instruction.

Air Force Hazard Communication Program (AFHCP)—The AFHCP (AFOSH Standard 48-21) is the implementation of the Occupational, Safety, and Health Administration Hazard Communication Standard (29 CFR 1910.1200). The purpose of the AFHCP is to reduce the incidence of chemically induced illnesses and injuries. It informs employees of the hazards and proper preventive measures to be taken when using or handling hazardous materials in the workplace. A major component of this program is personnel training using the Federal Hazard Communication Training Program or Air Force Medical Operations Agency approved program.

Air Force Military—All military personnel on active duty with the US Air Force; ANG and USAFR personnel on active duty or in drill status; US Air Force Academy cadets; Reserve Officers' Training Corps cadets when engaged in directed training activities; and foreign national military personnel assigned to the US Air Force.

Air Force People—All Air Force military and civilian personnel performing duty on or off Air Force installations.

Alternate Standard—A standard developed in place of an existing regulatory standard. An alternate standard must provide equal or greater protection to exposed personnel than the prescribed standard and can be approved only by the Secretary of Labor.

Assessment—Assessments determine safety program implementation and effectiveness below wing or installation levels. They measure the program and facilities status as gauged against the AFOSH program requirements. Assessments are optional. (See AFI 91-202.)

Cost Effectiveness Index—A measure of the cost effectiveness of an abatement action which relates cost and exposure.

Designated Employee Representative—An individual selected by civilian employees, either directly or through an exclusive representation bargaining agreement, to represent them as a member of the occupational safety and health council and to take part in other activities as outlined in this instruction.

Deviation—An exception to a safety standard that will only apply to a specific operation, process, or piece of equipment where, a qualified safety, fire protection, or occupational health official has provided interim guidance to control the operation at an acceptable safe level. The interim control of an identified hazard would be a deviation. Deviations may not be issued for a period in excess of 90 days. An unabated deviation after the 90-day period will require a request for variance or exemption if process is continued.

Environmental Differential Pay and Hazard Pay Differential—Special pay given to employees for exposure to unusual hazards and working conditions. EDP terminology applies to FWS personnel; hazard pay differential terminology applies to GS employees (see Federal Personnel Manual (FPM) Supplement 53-1, Appendix J). EDP for nonappropriated fund employees is covered in FPM Supplement 532-2, Appendix J.

Exemption, OSHA Standards—The process of obtaining DOL approval when compliance with an OSHA standard is not possible.

Fire Prevention—Measures directed toward avoiding the inception of fire.

Fire Protection—Methods used to control or extinguish a fire.

Fire Safety Deficiency (FSD)—A condition which reduces fire safety below the acceptable level, including noncompliance with standards, but by itself cannot cause a fire to occur. See occupational deficiency.

Functional Manager—The senior operating official at all levels exercising managerial control of an activity or operation. This individual usually can acquire and commit resources for the abatement of occupational safety and health hazards. Functional managers are designated by MAJCOM or installation commanders.

Hazard Abatement Program—A systematic, priority program to manage, assess, and monitor abatement actions.

Hazard and Deficiency Severity—An assessment of the expected results, defined by degree of injury, illness, or resource loss or damage that could occur if an occupational hazard or deficiency results in a mishap.

High Interest Areas—Work areas or operations that require additional attention or added inspections because of increased mishap potential due to the nature of work performed, physical conditions, type of

materials handled or increased mishap experience. These areas are designated by MAJCOM or installation safety, fire protection, or BE officials as high interest areas.

Imminent Danger—Conditions or practices in a workplace which could reasonably be expected to cause death or severe physical harm immediately or before such dangers can be eliminated through normal abatement procedures. **NOTE:** RAC 1 hazards are classified as imminent danger.

Interim Control Measures—Temporary measures taken to reduce the degree of risk associated with an occupational hazard or deficiency pending completion of an abatement program. These measures should reduce the risk to a level equal to, or less than, a RAC 4 condition. The interim control may be a deviation to a safety standard.

Military-Unique Equipment, Systems, Operations, and Workplaces—Equipment and systems that are unique to the national defense mission, including the operation, testing, and maintenance procedures dictated by the design configuration. Examples are military weapons, aircraft, marine vessels, missiles and missile sites, early warning systems and sites, military space systems, ordnance, and tactical vehicles. Operations or workplaces that are uniquely military include field training exercises, tactical and strategic deployment, military flight and missile operations, associated research, test, and development activities, and actions required under emergency conditions. **NOTE:** Operations or workplaces comparable to those in the civilian sector or any operation performed by federal civilians or contractor personnel are not considered military-unique. Examples include: facilities and work involved in the maintenance, servicing, repair, and overhaul of weapons, aircraft, or vehicles; construction, except under combat conditions; supply services; civil engineering work; medical services; and office work. Air Force work accomplished under contract is not military-unique.

Mishap Probability—An assessment of the likelihood that, given exposure to an occupational hazard or deficiency, a mishap will occur.

National Consensus Standards—Standards published by recognized standards organizations such as the ANSI, NFPA, American Conference of Governmental Industrial Hygienists (ACGIH), Compressed Gas Association (CGA), and NIOSH. National consensus standards adopted by OSHA are part of OSHA standards.

Notice of Hazard—A written warning of a condition, procedure, or practice which constitutes an occupational hazard. As used in the context of this instruction, "Notice of Hazard" refers to AF Form 1118.

Occupational Deficiency—Conditions, procedures, and practices that are in non-compliance with OSHA or AFOSH requirements, but do not, in themselves, create a potential for producing an occupational injury or illness mishap. Deficiencies may, however, create a potential for secondary injuries or illnesses or may contribute to the severity of an injury or illness that has already occurred. Examples include lack of fire detection or suppression equipment and systems, broken smoke alarm, lack of exit signs, and railings which are two inches below standard height. A clear distinction between hazards and deficiencies may not always be possible; therefore, the judgment and experience of qualified safety, fire protection, and health personnel must be relied upon. Occupational deficiencies include fire deficiencies and should not be assigned RAC 1, 2, or 3.

Occupational Hazard—Conditions, procedures, and practices directly related to the work place that can create a potential for producing occupational injuries, property or equipment damage, or illnesses. These hazards are normally assigned RAC 1, 2, or 3.

Occupational Hazard Abatement—The elimination or permanent reduction of an occupational hazard or deficiency by bringing it into compliance with applicable safety, fire prevention, and health requirements or by taking equivalent protective measures.

Occupational Safety, Fire Prevention, and Health Guidance—Occupational safety, fire prevention, and health requirements that are included in OSHA standards; AFOSH standards; technical orders; Air Force directives; national consensus standards; or other regulatory federal standards or directives.

Qualified Safety, Fire Protection, and BE Officials—Air Force civilian and military personnel assigned to full time positions for the respective disciplines. Air Force civilian personnel who meet the Office of Personnel Management standards for safety and occupational health manager or specialist, safety engineering technician, safety engineer, fire protection engineer or specialist, medical officer, health physicist, industrial hygienist, occupational health nurse or environmental health technician. Air Force military personnel who possess a safety, fire protection, bioenvironmental, aerospace medicine, or occupational medicine air force specialty code. Individuals will be equipped and qualified to recognize and evaluate hazards of the working environment and to suggest general abatement procedures. Safety, fire protection, and health personnel with experience or up-to-date training in occupational safety, fire protection, and health hazard recognition and evaluation are considered as meeting the qualifications of safety, fire protection, and health inspectors (see 29 CFR 1960.25, *Qualifications of Safety and Health Inspectors and Agency Inspections*). Normally, civilians are fully qualified at the GS-9 and military at the Air Force Specialty Code 7-level.

Risk Assessment—A method of evaluating the occupational mishap potential, based upon severity and mishap probability associated with an identified occupational hazard or deficiency.

Risk Assessment Code (RAC)—An expression of the degree of risk associated with an occupational hazard or deficiency that combines hazard severity and mishap probability into a single numeric identifier.

Standards—Include the following:

- **OSHA Standards**--Occupational safety and health standards (including emergency temporary standards) issued under the OSH Act of 1970. This includes national consensus standards adopted by OSHA by reference.
- **AFOSH Standards**--Air Force standards that implement OSHA standards and further prescribe Air Force occupational and environmental safety, fire protection, and health requirements issued under a special publication system established by AFI 91-302.
- **Supplementary Standard**--An emergency, temporary or permanent standard developed or adopted for application to working conditions for which no appropriate regulatory standards exist.

Supervisor—A military member or civilian employee designated to lead, direct, and supervise the work of others.

Variance—An approved temporary or permanent change to a procedure, criterion, or rule prescribed in AFOSH standards which provides the same degree of protection to personnel.

Workplace—The physical location where work is performed for the Air Force by Air Force personnel or where Air Force operations take place.

Attachment 2

JOB SAFETY ANALYSIS GUIDE

JOB:_____DATE:_____
WORKCENTER:_____SUPERVISOR:_____
TITLE OF WORKER WHO DOES TASK:_____
REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):_____
ANALYSIS BY:_____REVIEWED BY:_____

1. SEQUENCE OF BASIC STEPS:

Break the task down into its basic steps. For example, what is done first, what is done next, and so on. You can do this by: (1) observing the task, (2) discussing it with workers, (3) using your experience and knowledge of the task, or (4) a combination of all three. Record the steps in the task in their normal order of occurrence. Describe what is done; not the details or how it is done. Three or four words are normally enough to describe each step in the task.

2. POTENTIAL MISHAP CAUSES OR HAZARDS:

For each task step, ask yourself what mishap could happen to workers performing the task and what the probability would be of the mishap occurring. Get the answers by: (1) observing the task, (2) discussing the task with workers, and (or) (3) using “lessons learned” from other mishaps. Ask the questions:

- a. Can workers be struck by or contacted by anything?
- b. Can they strike against or come in contact with any item which can cause injury?
- c. Can they be caught in or between anything?
- d. Can they fall?
- e. Can they overexert?
- f. Are they required to do repetitive lifting or heavy lifting?
- g. Are they exposed to potential hazards such as toxic gases, chemicals, radiation or noise?

3. RECOMMENDED SAFE TASK PROCEDURE:

For each identified potential mishap cause or hazard, consider the following questions:

- a. How should the workers do the task step to avoid the mishap or eliminate the potential hazard?
- b. What can be done to eliminate or mitigate the hazard by redesigning the workarea or equipment?
- c. How can the procedure be modified to eliminate the hazard?

Be sure to describe in detail the precautions workers must take and ensure that these steps are placed in the task procedure or checklist. Take special care that important steps or details are not inadvertently omitted from the task. Ensure that the guidance is clear and specific and easily understood by workers.

Attachment 3

PERFORMANCE EVALUATION AND APPRAISAL STANDARDS AND ELEMENTS FOR SUPERVISORS (EXAMPLES ONLY)

1. Element: Ensures Job Safety Analyses are conducted on all work processes to identify potential hazards, determine appropriate personal protective equipment (PPE), and include preventative measures in procedures to mitigate the hazards.

Standard: No injuries experienced during the year because of unidentified hazards in work procedures.

2. Element: Provides sufficient quantities of PPE and enforces its use.

Standard: No more than two separate, valid, documented PPE discrepancies per quarter are permitted in the form of employee complaints or found during inspections or surveys.

3. Element: Conducts occupational and environmental safety, fire prevention, and health self-inspections of the workplace.

Standard: Self-inspections of workplaces are conducted and documented. Shop areas are to be inspected frequently, at least monthly, and administrative areas quarterly. Two failures to conduct monthly inspections per year is acceptable. One failure to conduct quarterly inspections per year is acceptable. Any injury incurred by personnel that could have been prevented by the self-inspection is unacceptable.

4. Element: Conducts occupational safety, fire prevention, and health on-the-job training for employees as required by AFI 91-301.

Standard: Ensures new employees receive training within 15 days of assignment or of job environment changes that require retraining. Documents training on the AF Form 55 within 30 days of completion.

5. Element: Enforces good housekeeping standards.

Standard: No more than two documented complaints on housekeeping deficiencies per quarter from any source, i.e., employee, supervision, inspections, surveys.

6. Element: Enforces standards on handling, storing, controlling of hazardous chemicals and makes all pertinent material safety data sheets (MSDS) available to affected employees.

Standard: No more than four documented complaints or inspection findings are permitted per year.

7. Element: Initiates corrective action on hazards identified in mishap reporting documents and performs necessary follow-up actions.

Standard: No more than two verifiable repeat deficiencies will be reported from any source per year.

8. Element: Enforces requirements and policies against the wearing of finger rings, other jewelry and metal objects in selected work areas or during specific work processes.

Standard: No more than two documented complaints on employees violating this criteria are permitted. A lost-time injury caused by failure to comply is unacceptable.

9. Element: Enforces published requirements on handling, storing, and controlling explosive items in the workplace.

Standard: No more than two documented complaints or inspection findings per year allowed.

Attachment 4

PERFORMANCE EVALUATION AND APPRAISAL STANDARDS AND ELEMENTS FOR NONSUPERVISORY PERSONNEL (EXAMPLES ONLY)

1. Element: Uses required personal protective equipment.

Standard: May receive no more than two valid , documented complaints per year from supervisory spot checks or self-inspections.

2. Element: Complies with all applicable safety and health requirements and directives.

Standard: May receive no more than one valid, documented complaint per quarter from supervisory spot checks or self-inspections.

3. Element: Complies with requirements and policies pertaining to the wearing of finger rings and other jewelry or metal objects in selected work areas or during specific work processes.

Standard: May receive no more than two valid, documented complaints per quarter from supervision or inspections.

4. Element: Reports work-related personal injuries and government property damage to the supervisor.

Standard: No more than one failure to report during a 1-year period.

Attachment 5

JOB SAFETY TRAINING OUTLINE

A5.1. Items that, as a minimum, must be covered during Job Safety Training are:

- A5.1.1. Hazards of the job tasks and safety procedures to be followed.
- A5.1.2. Hazards of the work areas to include physical and chemical.
- A5.1.3. OSH standards and guidance that apply to job and work place.
- A5.1.4. Personal protective equipment needed and how, when and where to use it.
- A5.1.5. Location and use of emergency and fire protection equipment.
- A5.1.6. Emergency procedures that apply to job and work place, including evacuation procedures, fire reporting procedures, and location of fire alarms and extinguishers.
- A5.1.7. Reporting unsafe equipment, conditions or procedures to supervisor immediately.
- A5.1.8. Location, submission procedures, and purpose of the AF Form 457. (AFI 91-202)
- A5.1.9. Mishap reporting procedures.
- A5.1.10. Emergency telephone numbers.
- A5.1.11. Location and required review of appropriate safety bulletin boards, AFVA 91-307.
- A5.1.12. Location of medical facilities and procedures for obtaining treatment.
- A5.1.13. Requirements for documentation and notification of occupational injury or illness.
- A5.1.14. Purpose and function of the AF Form 1118, *Notice of Hazard*
- A5.1.15. Individual responsibilities for ensuring own safety.
- A5.1.16. Required use of safety belts.
- A5.1.17. Personal rights and responsibilities under OSH guidance. (AFI 91-301, Para. 2.15)
- A5.1.18. Air Force Hazard Communication Program Requirements.
- A5.1.19. Any occupational medical examination required.
- A5.1.20. Confined space requirements.
- A5.1.21. Manual lifting guidance. (AFOSH Standard 91-46)
- A5.1.22. Jewelry safety. (AFOSH Standard 91-66, Chapter 2)
- A5.1.23. Principles of risk management.
- A5.1.24. Potential hazards associated with the surrounding local area if operational activities require travel off-base.

A5.2. Changes to this outline will be required when equipment, procedures, or processes change or when safety, fire protection, and health requirements change.

Attachment 6

INSTRUCTIONS FOR COMPLETING AF FORM 55, EMPLOYEE SAFETY AND HEALTH RECORD

Items 1 and 2. Self-explanatory.

Item 3. Employee's duty section mailing symbol.

Item 4. Self-explanatory.

Item 5. Employee's duty title as established by job description.

Item 6. Briefly describe hazards the employee will encounter on the job, such as chemicals used and electrical hazards.

Item 7. Indicate if duties require occupational health medical examination and frequency.

Section I. Mandatory Items. Each new employee is briefed by his or her supervisor on the items identified in the job safety training outline and any other particular items of concern. (Supervisors should list mandatory items only in Section 1 and use Section VI or a continuation sheet if additional space is needed.)

Section II. Personal Protection Issued. Indicate any items issued to personnel for their sole use by make or type. When any item is issued, a briefing is prepared on the reasons or tasks requiring the item. It shall be made known to the employee that the use of protective clothing or equipment, when required, is a condition of employment and not an option.

Section III. Personal Protection Provided in Work Area. Indicate the items provided in the work area for general use by task, such as face shields or goggles for grinding. As these items are checked off, indicate the type and reasons for use. It must be made known to the employee that the use of these items, when required, is not an option but is a condition of employment.

Section IV. Date Specialized OSH Training Was Provided. Indicate specific safety training provided, as required.

Section V. Columns A and B. Record employee Safety, Fire Prevention and Protection, and Occupational Health On-The-Job Training. Record both generalized and specific hazard communication training required by AFOSH Standard 48-21.

Section V. Columns C and D. Record in Column C name of supervisor or trainer/instructor. Supervisor's or trainer's/instructor's, and employee's signatures when required by OSHA and (or) at the discretion of the command.

Attachment 7

INSTRUCTIONS FOR DERIVING RACS FOR HEALTH HAZARDS AND DEFICIENCIES

STEP 1. Using the following procedures to assess points, determine the health hazard severity category (HHSC). The HHSC reflects the magnitude of exposure to a physical, chemical, or biological agent and the medical effects of exposure.

- A. Exposure Points Assessed. Use the following guide to determine exposure points:

		EXPOSURE CONDITIONS				Points
		<CT	Occasionally >CTAI-ways <STD	>CT<STD	>STD	
AER	No	0	3	5	7	..
Possible?	Yes	1-2	4	6	8	

NOTES:

1. AER = Alternate exposure route, such as skin absorption, ingestion.
2. CT = DoD component threshold that triggers surveillance actions, such as milli-watts/square centimeters (cm²), decibel (dB), parts per million.
3. STD = DoD exposure limit, such as Threshold Limit Value and Permissible Exposure Limit.

- Medical Effects Points Assessed:

Condition Points

- 0: No medical effect, such as nuisance noise and nuisance odor.
- 1-2: Temporary reversible illness requiring supportive treatment, such as eye irritation and sore throat.
- 3-4: Temporary reversible illness with a variable but limited period of disability, such as metal fume fever.
- 5-6: Permanent, nonsevere illness or loss of capacity, such as permanent hearing loss.
- 7-8: Permanent, severe, disabling, irreversible illness or death, such as asbestosis and lung cancer.
- C. Determining the HHSC. Determine the HHSC by totaling the Points Assessed and using the following guide:

Total Points(Sum of A and B Above)

HHSC

13 to 16

I

9 to 12

II

5 to 8

III

0 to 4

IV

STEP 2. Using the following guides to assess points, determine the mishap probability category (MPC) for health hazards. The probability of mishap reflects the duration of exposure and the number of exposed personnel.

- A. Duration of Exposure Points Assessed:

		1 TO 8 HR/WK	>8 HR/WK (NOT CON- TINUOUS)	CONTINUOUS
TYPE OF EXPOSURE	IRREGULAR, INTERMITTENT	1 to 2	4 to 6	--
	REGULAR, PERIODIC	2 to 3	5 to 7	8

- B. Number of Exposed Personnel Points Assessed:

- | | |
|-------------------|--------|
| • less than 5 | • to 2 |
| • to 9 | • to 4 |
| • to 49 | • to 6 |
| • greater than 49 | • to 8 |

- C. Determining the MPC. Determine the MPC for health hazards by totaling the points assessed and using the following guide:

Total Points (Sum of A and B Above)	MPC
14 to 16	A
10 to 13	B
5 to 9	C
less than 5	D

STEP 3. Determine the RAC for health hazards by using Table 1 in Section C to measure health severity and mishap probability factors

- A. Compute CEI as follows:
 - ²Find severity probability multiplier (M) from the matrix in Table 2 and record below:
 - ²Record the average or equivalent number of persons exposed (E) daily to the hazard during the course of a year.
 - ²Obtain the estimated total cost of the abatement project (C).

- ²Compute the cost effectiveness index (CEI): $C/(M)(E)$
- B. Combine RAC and CEI to obtain the APN: $(RAC)(CEI) = APN$. **NOTE:** The multipliers in this matrix represent a proportional distribution of the annual cost and frequency of DoD mishaps and are derived from an analysis of actual DoD experience. (See paragraph 17.4.3.).

Attachment 8

INSTRUCTIONS FOR DERIVING RACS FOR FIRE SAFETY DEFICIENCIES

I. Computations:

- Step 1. Fire safety deficiencies (FSD) require a subjective analysis to determine the priority required for the corrective action. They are prioritized according to their seriousness. Each identified FSD requires that the appropriate code be assigned. These codes (I, II, III, IV, or V) are used to prioritize the FSDs and highlight the more serious ones for correction. These codes are used in the same manner as risk assessment codes (RAC).
 - Code I. A severe deficiency that would result in a catastrophic loss of mission capability, facility or contents, or high loss of life.
 - Code II. A serious deficiency that would have a significant impact on mission capability, facility or contents, or a significant probability of loss of life.
 - Code III. A deficiency that may constitute a risk to life or property.
 - Code IV. A deficiency that may contribute to only minor damage or a slight risk to personnel.
 - Code V. A deficiency that has little impact on personnel, facilities, or contents.
- **Step 2.** Conduct an analysis based on fire probability and loss severity. This analysis cannot be used for establishing legal liability relating to a fire incident.
 - Fire Probability. Assess the likelihood that a fire will occur. Consider, as a minimum, the following factors: contents, processes, arrangement of contents, occupancies, operations conducted in the area, construction classes/types/ages, and hours of operation. Assign one of the following categories:
 - A - Likely to occur immediately or within a short period of time.
 - B - Probably will occur in time.
 - C - Possible to occur in time.
 - D - Unlikely to occur.
 - Loss Severity. Assess the expected loss should a fire occur. consider, as a minimum, the following factors: contents, processes, occupancies, constructions, installed fire safety features, and impacts of the FSD during a fire. Assign one of the following categories:
 - Loss of life: major monetary loss (more than \$5,000,000) or major mission impact.
 - Permanent disability: severe monetary loss (\$1,000,000 to \$5,000,000) or curtailed mission capability.
 - Injury: slight monetary loss (\$100,000 to \$1,000,000) or limited mission impact.
 - No injury or mission impact and minimal monetary loss (less than \$100,000).
- FSD Code Matrix. Determine the FSD code from table A8.1 based on the fire probability category (A, B, C, or D) and the loss severity category (1,2,3, or 4).

Table A8.1. Fire Safety Deficiency Code Matrix.

LOSS SEVERITY Ø	FIRE PROBABILITY				FIRE SAFETY DEFICIENCY CODE
	A	B	C	D	
1	I	I	II	III	
2	I	II	III	IV	
3	II	III	IV	V	
4	III	IV	V	V	

II. Corrective Action on FSDs:

- Code I
 - Prepare AF Form 1487, **Fire Prevention Visit Report**, describing the FSD and specific corrective actions required.
 - The unit commander is responsible for correction of Code I FSDs. If immediate correction is not possible, interim measures shall be initiated to reduce the fire risk, such as the following: evacuating the building or facility, suspending all operations that could ignite a fire, or establishing a 24-hour fire watch.
 - The unit commander or his representative shall enter the necessary corrective action on AF Form 1487 and return the form to the fire organization. The form shall be maintained until the FSD is corrected.
 - The fire organization should assist in completion of AF Form 332, **Civil Engineering Work Request**, to ensure that the deficiency and corrective action are adequately described and justified.
- Code II.
 - Prepare AF Form 1487 describing the FSD and specific corrective action required.
 - The unit commander shall correct the Code II FSD and enter the necessary corrective action on AF Form 1487. The form shall be returned to the fire organization and maintained until the FSD is corrected.
 - The fire organization should assist in the completion of AF Form 332 to ensure that the deficiency and corrective action are adequately described and justified.
- Codes III, IV, and V. The command shall establish management procedures for these FSDs.

III. Reporting Requirements. When the appropriate FSD code has been established and assigned, the code is reported on AF Form 1487 and is used in the same manner as a RAC, when assigning special work priorities according to AFI 32-1031, *Operations Management*. The report shall describe the deficient condition, interim measures taken, and necessary action for permanent correction.

- Code I. An immediate report shall be made to the installation commander by the unit commander upon identification of a Code I FSD.
- Codes I and II. FSDs shall be reported annually to the installation commander by the fire organization. The report shall describe every Code I and II not corrected and any that were corrected during the preceding year.
- Codes III, IV, and V. The major command shall establish procedures for reporting of Codes III, IV, and V FSDs.

Attachment 9

INSTRUCTIONS FOR COMPLETING AF FORM 3, HAZARD ABATEMENT PLAN

A9.1. Note that the AF Form 3 is the instrument by which an identified RAC 1, 2, or 3 hazard requiring more than 30 calendar days to abate is entered into the installation's formal hazard abatement plan. This does not prevent its use for RAC 4 or 5 hazards or deficiencies. The ASAP Hazard Abatement Program may also be used.

A9.2. Prepare AF Form 3 in an original and two copies.

A9.3. Prepare a separate AF Form 3 for each individual hazard.

A9.4. The functional manager initiates AF Form 3 by completing Parts I and II in as much detail as possible and sends it to the installation safety, fire protection, or health office:

A9.4.1. Top of Form, Heading Blocks:

- Type of Action. Indicate whether the action is an occupational hazard. Indicate whether this is an initial input of a recently identified hazard, a revision of a previously submitted AF Form 3, or a record of a completed hazard abatement action.
- Date. Self-explanatory.
- To. Address AF Form 3 to the installation agency (safety, fire protection, or health) having oversight responsibility concerning the hazard. Include organization, office symbol, and installation.
- From. Enter functional manager's organization, office symbol, and installation.
- Point of Contact. Enter the name, organization, office symbol, and phone number of the workplace supervisor where the hazard or deficiency is located.

A9.4.2. Part I—Hazard Information:

- Item 1 (Control Number). Note that the control number is issued by the installation agency (safety, fire protection, or health) responsible for monitoring the hazard. **NOTE:** The functional manager will leave this blank for a new input unless an AF Form 1118 has been posted. The control numbers on the AF Form 3 and AF Form 1118 for the same hazard will be identical.
- Item 2 (RAC). Enter RAC 1, 2, or 3 as provided by safety, fire protection, or BE officials.
- Item 3 (Category). Self-explanatory.
- Item 4 (Discovery). Give date and method by which the hazard was originally identified. For "inspection" designate type, such as, self, unit, or OSHA. Include hazard report numbers, suggestion numbers, and other such data for cross-reference.
- Item 5 through 8 (Location). Self-explanatory.
- Item 9 (Standard Violated). Note that this can include safety, fire protection, or health requirements of AFOSH, national consensus standards, OSHA standards, regulations, or TOs.

- Item 10 (Exposure). Enter the average number of personnel exposed to the hazard or deficiency daily.
- Item 11 (Description). Give a word description of the hazard to illustrate its potential impact if not abated.

A9.4.3. Part II—Abatement Information:

- Item 12 (Description). Give a description of the permanent abatement action taken or programmed to eliminate or reduce the hazard.
- Item 13 (Method). List the work method or avenue by which the hazard is to be abated. Examples include self-help, civil engineering work order, contract, and local purchase.
- Item 14 (Project Number). Include document numbers associated with work requests, work orders, job orders, or projects. Also include supply requisitions and maintenance work orders.
- Item 15 (Completion Date). If programmed in current fiscal year (FY), provide month and year. If programmed in future FY, indicate FY. If abatement has been completed, indicate actual completion date.
- Item 16 (Cost). Indicate whether estimated for unabated hazards or deficiencies or actual for completed abatement actions.
- Item 16a (Project Cost). Indicate total cost associated with project identified in item 14.
- Item 16b (Abatement Cost). If the cost to abate the hazard or deficiency is not the total cost of the project, enter only the cost associated with correction of the hazard. For example, a \$500,000 facility renovation project will correct hazardous electrical wiring estimated to cost \$25,000. Item 16a would show \$500,000 while item 16b would show \$25,000.
- Item 17 (Status). Indicate status of project identified in item 14; include major milestones, reasons for delay, percent complete. Other examples include "in design," "in procurement," "under construction," "awaiting materials," and "closed."
- Item 18 (Interim Control Measures). List temporary measures taken to reduce the risk associated with the hazard pending completion of permanent abatement action. Examples include issuance of personal protective equipment (specify type), termination of operations, and work around procedures (specify).
- Items 19 through 21. (Functional Manager; Signature; Date). Self-explanatory.
- Item 22 (Review Record). Use this area for functional manager and commander reviews.

A9.4.4. The qualified safety, fire protection, or health official assigns a control number for new inputs and completes items 23 through 32 of AF Form 3 based on information furnished by the functional manager in Parts I and II. Retain one copy and send the second copy to the installation safety office to be included in the installation master hazard abatement plan.

- Item 23 (Severity). See Table 1.
- Item 24 (Probability). See Table 1.
- Item 25 (Severity and Probability Multiplier). See Table 2.
- Item 26 (Exposure). State the average number of personnel exposed daily to the hazard (from item 10).
- Item 27 (Project Cost). Estimated cost from item 16a.

- Item 28 Risk Assessment Codes (RAC). RACs 1, 2, or 3.
- Item 29 Cost Effectiveness Index (CEI). Note that the CEI equals total cost (item 27) divided by the product of the multiplier (item 25) and exposure (item 26).
- Item 30 through 32. (Qualified Official; Signature; Date). Self-explanatory. These items will be completed on each hazard abatement plan. When the form indicates completed abatement actions, the fully qualified safety, fire protection, or health official's signature in item 31 indicates certification of completed abatement actions.

Attachment 10

ANNUAL HAZARD ABATEMENT SURVEY REPORT (RCS: HAF-SEC(A) 9363)

A10.1. Purpose.

A10.1.1. The OSHA of 1970, EO 12196, and 29 CFR 1960, require that federal agencies provide workplaces free from identified hazards and to establish procedures for identifying, prioritizing, and allocating resources to correct such hazards. DoDI 6055.1 requires that components establish systematic priority programs to identify and correct hazardous conditions in all workplaces. In addition, DoD guidelines require each service to program funds to eliminate the workplace safety and health hazards.

A10.1.2. EO 12196 and 29 CFR 1960, also require an annual evaluation and report of federal agency OSH programs to DOL and the President. As a part of this evaluation, the Air Force conducts an annual program review that includes hazard abatement program data.

A10.2. Instructions.

- Figure A10.1 provides for a summary of data that occurred in the FY being reported. The required information is to determine the percentage of funded projects given RACs 1, 2, and 3 and sufficient information to monitor the hazard abatement in the workplace.
 - Consolidate Figure A10.1 listings at each MAJCOM, DRU and FOA for submission to HQ AFSC/SEG.
 - Coordinate survey response with fire protection and health agencies at each organizational level.
 - Section A shows the total number of abatement actions, total project cost, and abatement cost in thousands of dollars during that FY.
 - Section B is the total number of hazards, total project cost, and abatement cost which include all funded programs for that FY.
 - Section C is the same as Sections A and B except it includes all projects programmed but unfunded in the FY. Do not record projects programmed and projected for the new fiscal year.
- Table A10.1 provides specific information on RAC 1 hazards that were not funded or not corrected in that FY. This figure provides more details on the unabated RAC 1 unfunded hazards. It includes the RAC 1 projects that are listed in Figure A10.1, Section C.
 - Item 1. List Installation, State, Country where hazard is located.
 - Item 2. Enter Hazard Control Number of the hazards to be abated by this project.
 - Item 3. Project Identification:
 - Project Title.
 - Project Number and CE Control Number for Military Construction Program (MCP) Projects.
 - Program Decision Package (PDP). Required for MCP projects and include Cost Effectiveness Index.

- Total Project Cost and Abatement Cost.
- Item 4. Give a narrative description of project scope and justification. Provide interim controls of identified RAC 1 hazards.

Figure A10.1. Format, Annual Hazard Abatement Survey Report.

ANNUAL HAZARD ABATEMENT PROGRAM SURVEY REPORT (RCS: HAF-SEC(A) 9363) MAJCOM--FOA--DRU			
SECTION A--HAZARDS ABATED DURING FY__			
	NUMBER OF HAZ- ARDS ABATED	TOTAL PROJECT COST (\$000)	ABATEMENT COST (\$000)
MCP	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
OPERATIONS AND MAINTENANCE (O&M)	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
	TOTAL	_____	_____
SECTION B--ABATEMENT ACTIONS UNDERWAY (FUNDED)			
MCP	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
O&M	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
	TOTAL	_____	_____
SECTION C--ABATEMENT ACTIONS PROGRAMMED (UNFUNDED)			
MCP	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
O&M	RAC 1_____	_____	_____
	RAC 2_____	_____	_____
	RAC 3_____	_____	_____
	TOTAL	_____	_____

(MAJCOM/FOA /DRU)

ANNUAL HAZARD ABATEMENT SURVEY REPORT (RCS: HAF-SEC(A) 9363)

OSH HAZARDS - PROGRAMMED (UNFUNDED) RAC 1

Table A10.1. Format, RAC 1 Annual Hazard Abatement Survey Report.

1	2	3 PROJECT IDENTIFICATION						4 NARRATIVE
BASE	HAZ- ARD TO BE ABAT- ED	A TITLE	B PROJEC T NUM- BER	C PDP	D PRO- GRAM FY	E COST (\$000)		
						(1) TO- TAL	(2) ABAT E-ME NT	